

Big Green Screen Association  
301 Peninsula Drive, Ste. 9  
Erie, PA 16505  
Tel 814-835-9675



## JOB POSTING

### **Position: Big Green Screen Association at the Tom Ridge Environmental Center – Projectionist**

The Big Green Screen Association supports environmental education and outreach by providing entertaining educational films to school groups and general visitors in a large format theater at the Tom Ridge Environmental Center located in Erie, PA.

#### **Essential Responsibilities:**

- Operation of the theatre including showing films.
- Assisting with special events and programs.
- Operation of the point of sale system, and generation of reports.
- Assisting the team with the selection of movie titles.
- Operation of the concession stand.
- Trouble-shooting of AV equipment in the theatre, classrooms and, within the exhibits.

#### **Successful candidate will have:**

- High School Diploma required, College Degree preferred.
- Theatre experience, including operating projector, audio/visual hardware, and point of sale systems
- Computer experience including operation and maintenance of workstation systems, ability to troubleshoot and resolve problems in operations, install software, audio/visual software, maintain communications hardware (i.e. routers), website development and management, and social media.
- Ability to work independently and meet deadlines.
- Excellent organizational skills
- Experience with customer service
- Strong interpersonal skills
- Skills to coordinate multiple groups and tasks
- Perform other duties as assigned

**Hours:** Depending on knowledge, experience, candidate's availability, and operational need. This position will be filled as a part-time position consisting of 20 hours per week, up to a full-time salaried position consisting of 40 hours per week plus benefits. A decision will be made prior to the position being filled.

**Salary and Benefits:** \$12.50 - \$19.45 hourly

#### **How to Apply:**

Resumes and cover letters will be accepted by mail or email. Send to:

Jeanette Schnars, President  
Big Green Screen Association  
301 Peninsula Drive, Suite 9  
Erie, PA 16505  
[Jeanette@RegSciConsort.com](mailto:Jeanette@RegSciConsort.com)

Position will be open until filled. Review of applicants will begin on February 17, 2015.