



125 SE Main Street, #341  
Minneapolis, MN 55414

## **MSP FILM SOCIETY**

TECHNICAL MANAGER

*Full-Time Salaried, Exempt*

MSP Film Society (MSP Film) seeks a well-organized and experienced individual to work as Technical Manager for all of MSP Film, including The Main Cinema, festivals, screenings and events, including the annual Minneapolis St. Paul International Film Festival. The Technical Manager oversees venue and projection booth logistics, staffing, and other aspects that ensure high quality exhibition of all film content and high quality patron experience. The Technical Manager reports to the Executive Director, working most directly with the Business Manager, Theater Manager, and Programming Director.

All MSP Film Employees are expected to work as part of our team, collaborate with team members on myriad organizational efforts, be present at and participate in weekly all-staff meetings, contribute toward and adhere to organizational policies, goals and objectives, set and follow personal goals in support of the organization's mission and vision, and contribute to an outstanding guest experience.

## **Duties and Responsibilities**

- Oversee all technical set up and operations at The Main and other MSP Film venues year round, for panels, parties, workshops, events, festivals, rentals, etc.
- Maintain professional exhibition standards.
- Always ensure an excellent patron viewing experience.
- Ensure an excellent filmmaker presenting experience.
- Assess technical needs at The Main and schedule/perform regular technical maintenance.
- Facilitate technical equipment rental and purchase, setup and close out for all screenings and venues.
- Research, source, make internal proposals and pitch external requests of technical equipment / sponsorship relations in conjunction with the Development Director and Business Manager
- Hire, train, schedule, and manage all technical staff.
- Provide training and education resources for box office leads on technical systems
- Maintain clear communication channels and decision-making procedures for all cinema venues, and between all staff associated with operations.
- Manage existing organizational and operational structure for tracking DCP inbound, ingest, QC, show building, scheduling, and outbound, workflows, and securing KDMs for encrypted content.



125 SE Main Street, #341  
Minneapolis, MN 55414

- Create DCP content from a variety of sources, which may include: Video Files, Blu-Ray, and downloads
- Lead the inspection of digital media content and be able to troubleshoot issues that arise.
- Schedule, manage, and communicate all technical/operation needs for events to relevant staff
- Manage and maintain software for a variety of systems, such as digital signage and cinema servers
- Schedule and facilitate in-theater Tech Checks for visiting and local filmmakers.
- Coordinate with off-site venues' management and technical staff to ensure uniform exhibition and content management practices.
- Utilize databases to track all aspects of technical operations using Airtable.
- Assist with troubleshooting and setup of all office technical needs such as computers, printers, and software.
- Work closely with the Business Manager and Executive Director to manage expenses and adhere to budget.

## Qualifications

- Expertise in cinema, festival, or event management required.
- High-level competency with DCP, digital exhibition, and alternative exhibition technology required. This includes DCP, Blu-Ray, DVD, Zoom, DCP creation software, exhibition software (e.g. Playback Pro).
- Previous experience as a senior film projectionist or member of film festival technical staff.
- Previous experience hiring and managing staff, preferably in a film festival or cinema setting.
- High-level organization skills, attention to detail, and ability to manage work under multiple deadlines and pressure.
- Professional communication skills required.
- Ability to work in a team atmosphere with a diverse set of enthusiastic individuals.
- Ability to work nights and weekends.