

Sound Associates

Job Description



SOUND ASSOCIATES
PROJECTION | SOUND | CINEMA | DIGITAL

Keeble House, 81 Island Farm Road
West Molesey, Surrey KT8 2SA
Tel: +44(0)20 8939 5900
www.soundassociates.co.uk

Job title	Cinema Engineer	
Direct Reporting Line	Senior Engineer/ Engineer Manager	
Key relationships	Internal	Direct working contact with Engineers, Service Admin, Workshop Staff, Engineer Manager.
	External	Primarily Customer Organisations. Also, some Supplier Organisations

The Company: Sound Associates Limited specialises in the installation of Cinema Projection and sound systems and is a well-established and highly respected name in the cinema industry. The company has been established for more than 45 years and has high percentage of staff retention. This opportunity has been created to allow greater flexibility and cost-effective solutions to our clients servicing. The role is part of the wider SA Engineer Team and will cover various activities including but not limited to Equipment Service and field install/after-care responsibilities (including regular on-call support) as directed by the Engineer Manager.

Job Summary: To work as directed by the Engineering Manager / Projects Administrator and Service Administrator, reporting to the Engineering Manager and supervised by the Senior Engineer. The goal of this role is to fulfil our customers' service and installation requirements. The servicing of projectors which tend to have annual repeatable service regimes, assisting the Engineering Manager and Sales Director to advise of equipment specification, and produce detailed schematics, CAD drawings, DSP design. The role needs a fully experienced engineer capable of fault finding and thinking on their feet. Often Lone working both at home and abroad, sometimes at very short notice. SA operates an on-call rota approx. one week in 10 the on-call engineer will be responsible for helping any of our agreement customers with their technical enquiries between the hours of 9.00 am and 12.00 pm. (We try to keep said engineer available working from home during this period, but this can't be guaranteed.) This is a direct client facing role, the individual must always behave professionally as an SA Ambassador.

Key tasks:

- Execute Service procedures on all Projector types.
- Update SA Data-Base & Job Sheet information.
- Assist the Engineer Manager & the Engineer Team generally.
- Carry out occasional workshop tasks.
- Team player & work with all Operations colleagues & those outside of Operations.
- Carry out Repair & Maintenance work on a range of Projector / Server & Sound Equipment.
- Perform Pre-Testing before equipment is shipped to the cinema.
- Specify Projection and Audio Equipment to suit the clients' expectations.
- Provide CAD drawings of sight lines, Atmos Specification, and electrical Schematics.
- Liaise with other trades to complete an installation in an efficient manner, Electrical Installers, Heating and Ventilation, amongst others.
- Help supervise and mentor the Service Technicians should they need help.
- Program DSP (QSYS).
- Design and implement Network structures.
- Provide On-Call support approx. 1 week in 10.
- Provide Support to the Sales teams, including site visit and recommendations.

Daily Functions:

- Ensure tasks are carried out safely and according to instructions & training given.
- Complete all Job Sheets clearly, timely & accurately.

Sound Associates

Job Description



SOUND ASSOCIATES
PROJECTION | SOUND | CINEMA | DIGITAL

Keeble House, 81 Island Farm Road
West Molesey, Surrey KT8 2SA
Tel: +44(0)20 8939 5900
www.soundassociates.co.uk

- Update data base as relevant.
Pre-Test as directed.
- Liaise with & update colleagues as relevant.
- Any other tasks as required by the company and its clients.

Weekly Functions:

- Keep correct levels of service consumables in your vehicle
- Keep safe and maintain all relevant service tools and equipment

Monthly Functions:

- Comply with Health and Safety requirements AT-ALL-TIMES.
- Complete & submit expense claims on monthly basis

Annual Functions:

- PAT Testing support.
- Related duties as required to meet the ongoing needs of the company.

Personal Attributes

- Excellent technical capabilities
- Excellent computer knowledge
- Organised approach to work
- Knowledge of wiring & mechanical assembly
- Knowledge of software/firmware updating procedures.
- Knowledge of Materials Handling methods & equipment
- Understanding of importance of information sharing and good communication
- Experience in cross-functional teams.
- Ability to work with peers & different stakeholders
- Good communication (incl. telephone & written skills) and attention to detail
- Ability with MS Office packages.
- Conversant with tablet and mobile phone.
- Flexibility to work off-site at client premises involving travel & overnight stays
- Attendance at relevant (off-site) training courses
- Full UK Driving License

Key Performance Indicators

- Engineer Skills Matrix
- Training Plan
- Job Sheet accuracy.

Remuneration

- Basic Salary £30K-£35K depending on experience and knowledge of the industry
- 20 days holiday
- Travel Insurance
- Health Insurance (after one year of service)
- Pension Contribution (after satisfactory completion of probation period)
- Motor Vehicle
- Career progression path

These duties are not exhaustive; they will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.