

Job Description -- evening movies

Choose a movie, either a new acquisition, from the Ch. 900 movie library, or residents recommendation.

Advertise movie choice on rvmlist@group.io, and send Bcc copies to lmandell@retirement.org, emarsh@retirement.org, cmaurer@retirement.org and rvmmanini@gmail.com (Steve and Arlene Ching).

If the movie is to be shown on Monday or Wednesday, it must be advertised the week before, and prior to Wednesday.

If it is shown on Friday, Saturday or Sunday, it can be advertised that week but prior to Wednesday.

Determine the time of the movie and record on the bottom of the check out card. Also, record the month and year the movie is to be shown.

Set the time to be shown on your personal computer (software and training required).

Prior to being shown on the Ch. 900 movie network, turn on the DVD player, set the preview monitor to HDMI 2, and play the movie to the starting point, the use pause until the movie time begins. Set the preview monitor back to HDMI 1. You do not need to stay in the Ch. 900 studio until the movie has played. Then remove the movie from player and turn it off. (Training required)

If it is from the Ch. 900 library, place it on the desk near where movies are returned. If it is a new movie, place the DVD movie in Guzzetti & Aukers inhouse mailbox.