

Digital Cinema & Media Technology Intern

Hi-Pointe Theatre – St. Louis

Position Overview

The Digital Cinema & Media Technology Intern supports the technical preparation and management of digital film assets for theatrical exhibition. This position provides hands-on experience in digital cinema workflows, media ingestion, transcoding, DCP creation, and archival handling of physical media formats.

The intern will work closely with the Programming and Operations team to ensure all digital materials are properly formatted, tested, and ready for screening.

This is an ideal position for students or emerging professionals interested in film exhibition, media technology, archival practices, or post-production workflows.

Key Responsibilities

Digital Asset Management

- Download digital film files from distributor platforms (Aspera, MASV, FILEMAIL etc.)
- Verify file integrity and confirm completeness of delivered assets
- Organize and archive digital materials according to theatre workflow standards

Server Preparation & Ingestion

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- Transfer digital files to NTFS-formatted CRU drives or approved hard drives
- Prepare drives for server ingestion
- Ingest DCPs into digital cinema servers
- Verify successful ingestion and playback integrity

Transcoding & DCP Creation

- Transcode digital video files to appropriate exhibition formats
- Create Digital Cinema Packages (DCPs) using industry-standard software
- Build and manage playlists (CPLs) for screenings
- Conduct quality control checks on DCPs prior to public exhibition

Physical Media Handling

- Decrypt and rip DVD and Blu-ray discs for authorized exhibition use
- Ensure proper formatting for playback or transcoding
- Maintain organized cataloging of physical media assets

Quality Control

- Perform test screenings and playback verification
 - Check audio levels, subtitles, aspect ratios, and runtime accuracy
 - Flag technical issues and assist with troubleshooting
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Qualifications

- Basic knowledge of digital video formats (MP4, MOV, MKV, etc.)
- Familiarity with codecs (H.264, ProRes, etc.) preferred
- Comfortable working with external hard drives and file systems (NTFS, exFAT)
- Strong attention to detail and organizational skills
- Interest in film exhibition, projection, or archival work
- Ability to handle repetitive technical tasks with accuracy
- Willingness to learn digital cinema standards and best practices

Preferred (but not required):

- Experience with DCP creation software (DCP-o-matic or similar)
 - Familiarity with digital cinema servers
 - Basic understanding of encryption and media protection systems
 - Film or media studies coursework
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Learning Opportunities

This internship provides exposure to:

- Real-world digital cinema workflows
 - Distributor asset management systems
 - The intersection of archival film culture and modern digital exhibition
 - Technical problem-solving in a live exhibition environment
 - Independent arthouse theatre operations
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Time Commitment

- Flexible hours based on screening schedule
 - Some evening or weekend availability may be required for testing
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Physical Requirements

- Ability to lift and transport hard drives and equipment (up to 25 lbs)
 - Comfortable working in projection booths and technical spaces
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Compensation

- [Unpaid]
- Complimentary theatre passes and screening access