

Community Cinema Co-ordinator

Job Description & Person Specification

Reports to:	Executive Director
Salary:	£13.54 per hour
Pension:	At statutory rate
Hours of work:	15 hours per week
Base:	The Barn, Burn O'Bennie, Banchory, AB31 5QA
Period of contract:	Fixed until 30 st June 2021
Period of notice:	1 month
Holiday entitlement:	28 days including bank holidays pro rata
Subject to PVG Check:	Yes
Probation Period:	3 months

Job Purpose:

The Community Cinema Co-ordinator will ensure the smooth day to day running and development of the rural cinema network. Supervised and supported by the Executive Director, they will provide programming, marketing and promoter support and audience development to our Volunteer Promoters and oversee development opportunities for the scheme across the region.

Tasks and Responsibilities

Working closely with the Executive Director and other NEAT staff to:

- Manage all aspects of the rural screening network.
- Develop new voluntary promoters across the region to screen DCP events as well as DVD screenings.
- Keep accurate records of participating communities.
- Develop a diverse menu of films for promoters to select their programme from including independent films and source appropriate screening licences.
- Work with promoters (both existing and new) to develop a diverse programme of events in their venues and across the region.
- Keep promoters informed of opportunities for screenings, funding, training etc.
- Ensure that promoters keep accurate audience and financial records for the scheme.
- Develop and manage the screening network pages of NEAT's website.
- Work with the Administration Assistant to develop and populate social media presence for the Cinema Screening Network.
- Ensure screening equipment is fully operational and maintained regularly.
- Collate information required by funders in line with the any funding conditions.
- Report to the Board, funders and partners as required.
- Work with the Office Manager to monitor the budget allocated to the screening network and report to the Executive Director as required.
- Work with the Young Promoter Co-ordinator to develop film screenings as part of our Young Promoter Scheme.
- Build relationships with fellow professionals, film licensing bodies, venues, promoters, funders and increase the profile of the NEAT Cinema scheme.
- Carry out any new or additional duties commensurate with the post and any relevant tasks as requested by the Executive Director.

Conditions of Service

This post is a fixed term contract until 30 June 2021. The post is part time at 15 hours per week. The hours should be worked over 2 days per week, however flexible working can be negotiated. Some evening and weekend work may be involved for which time in lieu can be taken. No overtime will be paid, but the role will benefit from our Flexible working policy.

The Community Cinema Co-ordinator will be managed by the Executive Director.

The Community Cinema Co-ordinator will be employed under the PAYE system. There is a pension scheme which the postholder may choose to join.

It may be possible for a freelance contract to be offered to an individual.

Start Date

January 2020 or no later than Monday 10 February 2020

Applications

To apply please complete our online application form <https://neatshows.co.uk/jobs>

In order to monitor the effectiveness of our equal opportunities policy, all applicants are asked to complete our Equal Opportunities Questionnaire, the information you provide does not in any way form part of our selection process.

If you have any questions or would like an informal discussion regarding this opportunity, please contact:

Emyr Bell,
Executive Director
North East Arts Touring
The Barn, Burn O Bennie
Banchory, AB31 5QA

emyr@neatshows.org.uk

01330 826525

Applications to be received by **12 noon on Wednesday 18th December 2019**

Interviews: **Tuesday 14th January 2020**

Community Cinema Co-ordinator

Person Specification

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
Experience	<ol style="list-style-type: none"> 1. At least 1 years' experience of working within an arts organisation 2. Experience and successful track record of project and/or event management 3. Experience of working with community organisations and volunteers 4. Knowledge of cinema (independent) 	<ol style="list-style-type: none"> 1. Experience of working in a rural area 2. Experience of partnership working 3. Marketing/audience Development 4. Technically minded especially in relation to cinema equipment 5. Knowledge of DVD and Digital Cinema screenings
Education & qualifications		<ol style="list-style-type: none"> 1. Relevant qualification or training or experience
Skills/abilities (general)	<ol style="list-style-type: none"> 1. Good communication skills (written and verbal) 2. IT skills (including web and social media) 3. Experience of Microsoft Office Suite particularly Word and Excel 4. Organisational and planning 5. Ability to work on own initiative and without supervision 6. Innovative 	<ol style="list-style-type: none"> 1. Knowledge of Wordpress 2. Experience/training in manual handling/lifting
Skills/abilities specific to post	<ol style="list-style-type: none"> 1. Capacity to establish good working relationships with fellow professionals, film licensing bodies, venues, promoters, funders 2. Self-motivated 	<ol style="list-style-type: none"> 1. Sensitive to the needs of volunteers and community organisations 2. Experience of film programming

ATTRIBUTES	ESSENTIAL <i>The minimum acceptable levels for safe and effective job performance</i>	DESIRABLE <i>The attributes of the ideal candidate</i>
	3. Able to think clearly and strategically	
Inter-personal & social skills	<ol style="list-style-type: none"> 1. Flexible attitude to working hours including evenings and weekends 2. Diplomacy skills including tolerant and open attitude 3. Confident in developing new professional relationships 	1. Confident in delivering presentations and public speaking
Other	<ol style="list-style-type: none"> 1. Have own transport and be willing to transport cinema equipment 2. Willingness to attend conferences and events which may require overnight stays 	
PVG Scheme Membership	1. Required to join PVG Membership Scheme, this will be paid by NEAT	