



Job Application Pack Coordinator, Live Cinema UK

Role: Coordinator

Reports to: Director, Projects Director

Responsible for: Freelance staff, partners and artists

Location: Yorkshire/home-based

Contract: Payroll, part time (0.4 FTE – 2 days per week) fixed term contract – initially 3 months, review date 18 December 2017. Rising to 3 days per week (0.6 FTE) subject to funding from 3rd January 2018.

Salary: Circa £20,000 per annum pro rata dependent on experience

Pension: Live Cinema UK enrolls employees into the Workplace Pension Scheme

Benefits: Flexible working policy – both time and location, including potential for sabbaticals to work on other projects; Expenses for nationwide travel and attendance at events, potential for international travel.

Start: ASAP – on or before 18th September 2017

Overview

Live Cinema UK is looking to recruit for the newly created Coordinator role to support the organisation's rapid growth and development. The Coordinator will be a highly organised cultural professional with a passion for film and live events, sound knowledge of film exhibition in the UK, with solid events management and communications skills. The Coordinator will be responsible for co-producing Live Cinema UK's portfolio of artists and events in cinemas and festivals across the UK and around the world, managing our partner artists in the Live Cinema Talent Pool and developing the 2018 Live Cinema Conference. The successful candidate will be outgoing, full of ideas, and have good contacts within the UK film and cultural industries.

Live Cinema UK is based in Huddersfield and Sheffield, Yorkshire, but remote working with national travel will be considered for the right candidate, as will the potential to grow the role to a near full time position. We are keen for candidates to continue other work in the film and cultural industries alongside this role.

Key duties and responsibilities

Events management

- Managing practical arrangements for workshops and events for the Live Cinema Talent Pool
- Leading on Live Cinema UK live events at festivals and venues across the UK
- Co-programming and producing the Live Cinema Conference 2018
- Support the transfer of international projects to the UK and vice versa

Artist and cultural management

- Act as first point of contact for the Live Cinema Talent Pool, shortlisting and liaising with artists
- Identifying new partner venues, festivals and artists
- Support the delivery of ongoing projects with partners including Sheffield Doc/Fest, Leeds International Film Festival and BFI Film Audience Network

- Build relationships with UK film exhibitors and distributors
- Liaising with key partners and members of the Live Cinema Network Steering Group

Administration and communications

- Lead on organization external communications including website, enews, press and social media
- Developing and maintaining the Live Cinema Database
- Help develop effective in house communications/project management systems
- Manage project budgets
- Manage company diary including meetings and travel
- Oversee Live Cinema Network meeting dates and practical arrangements

Development

- Identifying commercial sponsor and funding opportunities
- Assisting with funding bid writing and report
- Pursuing new commercial contracts

Other

- Representing Live Cinema UK at festivals and conferences
- National and international travel as required
- Deputising for the Director as required
- Any other reasonable tasks as required

Person Specification

Essential:

- Experience of the UK film exhibition industry (minimum 2 years. This can be festival, venue or distribution based.)
- Experience in managing and producing events, both cultural and conference/workshop-based
- Experience of overseeing technical staff for live events, specifically audiovisual
- Passion for film, festivals and live events
- Desire to contribute new ideas and initiatives to grow the organisation
- Uses initiative, calm under pressure and solves problems
- Financial management – tracking project spend, invoicing and receipts
- Social media skills: Facebook, Twitter, Instagram and Youtube
- Willingness to work antisocial hours including evening and weekends, national and international travel
- Solid IT skills including Microsoft Office, Wordpress CMS and Google Drive

Desirable:

- Experience of producing/programming live cinema and cross artform events
- Existing network and contacts in the UK and international film and cultural industries, particularly film festivals
- Knowledge of projection standards and audio set up (for example, overseeing film screening tests and band sound checks)
- Experience of writing successful funding bids and reports
- Experience of working on Arts Council England and BFI funded projects
- Advanced IT skills: Keynote, Photoshop, InDesign, Final Cut Pro beneficial

How to apply:

Please send CV and cover letter to info@livecinema.org.uk with the subject 'Coordinator Application'.

Deadline: 5pm GMT, Friday 8th September 2017.

Queries regarding the role can be address to Lisa Brook, Director, Live Cinema UK via info@livecinema.org.uk

About Live Cinema UK

Live Cinema UK is the country's only organisation focused on bringing artists, exhibitors, distributors and producers closer together to create amazing experiential cinema events.

What We Do

Based in West Yorkshire, we curate innovative programmes and new art works inspired by the moving image, advising and partnering with cultural promoters regionally (Sneaky Experience, Leeds International Film Festival, Screen Yorkshire, Sheffield Doc/Fest), nationally (BFI Film Audience Network, National Media Museum, This Way Up Conference) and now internationally (Motovun, Reykjavik and Wroclaw New Horizon Film Festivals, Alamo Draffhouse (USA)). Find out more by viewing our [case studies](#) and [current projects](#).

We collaborate with artists including DJ Yoda, Norman Jay MBE, Mica Levi and Asian Dub Foundation, alongside a variety of digital, VR and performance artists, siting their work in exciting cinematic and non-cinematic festivals and venues. We also provide marketing and audience development consultancy for film festivals and distributors with recent campaigns including grassroots campaign work for *I, Daniel Blake*, and experiential events for *Dad's Army* and *Suffragette*.

We also offer general film consultancy for film events including on-going programming, fundraising, marketing and development support for a range of exhibitors and festivals across the country, including Leeds International Film Festival, Sneaky Experience, The National Media Museum, the Lawrence Batley Theatre, and Square Chapel Centre for the Arts.

About the Live Cinema Network

Live Cinema UK acquired funding from Arts Council England to conduct the world's first industry research into live cinema, which culminated in the publication of the [Live Cinema in the UK Report](#) and the Live Cinema Conference 2016, and formed the [Live Cinema Network](#), led in partnership with King's College London. The Network is a group of representatives from industry, advocacy groups, exhibitor networks, academics and creatives working within, seeking to access or researching this emergent field. The network will be the mechanism through which we establish symposia, a regular conference and other events to support the development of this innovative area of creative and cultural practice.