



JOB DESCRIPTION: Marketing and Operations Coordinator- Live Cinema UK

Hours - 22.5 hours/3 days a week

Salary - £20k pro rata (0.6 full time equivalent)

Start Date - Feb 2019

Contract length: 12 months fixed term with view to extend subject to funding. 3 month probationary period.

Place of work: Bradford, West Yorkshire

About Live Cinema UK

Live Cinema UK is the leading organisation bringing the film and arts sectors closer together, bringing live cinema events to UK audiences and across the globe. Supported by the BFI Film Audience Network, Arts Council England and many other funders and partners, Live Cinema UK work with an array of cinemas, arts centres, artists, musicians, academics and others to present some of the most exciting experiential events in cinema, with a strong focus on developing British regional audiences with partner venues and festivals. For more information, visit www.livecinema.org.uk

About the Role

At an exciting time for our expansion, we are looking for an experienced coordinator to support the marketing, operational and event administration of Live Cinema UK. We're a small team and the ideal candidate would be willing to learn about all areas of the organisation, delivering marketing, financial and live event support. This is primarily an office based role at our new office in Bradford with some remote/home working. There will be national travel involved, and possibility of international travel to events and festivals. Day to day tasks include, but are not limited to:

- Actively seeking new potential exhibitors cultural partners and maintaining partner database
- Developing and maintaining internal administrative systems (audience data tracking, contacts database, project timelines etc)
- Coordinating activity with partner venues with support from Director and Producer
- Coordinating our artist development programme including workshop administration, participant recruitment and artist liaison
- Working on audience development including data collection with partner venues and festivals
- Administering and growing all Live Cinema UK online activity and social accounts (Facebook, Twitter, Instagram)
- Events administration including booking travel and accommodation for artists, staff, freelancers and producers
- Representing Live Cinema UK at events and offering support on the ground (stage/artist management, front of house/venue liaison)
- Writing and delivering marketing plans and press releases for upcoming events
- Assisting with funding applications and reporting
- Meeting and advising exhibitors, artists and venue partners with support from the Director and Producer

Person specification

Our ideal candidate will be passionate about film and the arts sector. You will be highly organised, and proactive with your work and time management. A skilled communicator, you will be able to write for a variety of sources, and enjoy working with a wide variety of people from board members, to artists and venue staff. You will work with data proficiently, and be able to implement and suggest improvements for internal administration systems.

Essential criteria

- Experience and/or knowledge of the independent film exhibition and cultural sectors, and knowledge of national funding processes E.G. Arts Council England and BFI
- Experience of liaising with multiple partners and stakeholders?
- Financial administration experience; invoicing and the tracking of budgets
- Experience of running social media platforms and website CMS (Wordpress or similar)
- Skilled communicator with the ability to write for a variety of styles from press releases, blogs and social media to contributing to funding applications
- Experience of data collection and analysis
- Experience in running events
- Proactive and ability to manage own workload, contributes creative and operational ideas and able to convert creative plans to precise project plans
- Experience of managing diaries/calendars in an organisation

Desirable criteria

- Knowledge of and passion for live cinema events
- Experience of working with and administering a board of directors
- Experience of both B2B and B2C cultural marketing, e.g. promoting activity to venues and industry professionals as well as audiences
- Experience of financial administration including ideally Quickbooks online
- Design skills including Adobe Photoshop, Illustrator, and/or InDesign
- Video creation and editing experience
- Experience of contributing to marketing planning
- Experience of writing or inputting to successful funding applications
- Knowledge of and passion for audience development ideally in the independent film sector
- Experience of working directly with artists

This opportunity has much room for growth for the right individual, who we hope to become an integral part of our organisation. Initially part time, we will work to develop this role to full time over the next two years. For candidates also seeking other part time work, we are often able to put forward candidates for temporary or part time roles with our partner organisations, with our team regularly taking on roles at Sheffield Doc/Fest and Leeds International Film Festival.

To apply, please email your CV and cover letter stating how you meet the requirements of the person specification to lisa@livecinema.org.uk no later than 12pm on Friday 4th January 2019.

Successful applicants will be notified no later than 5pm Tuesday 8th January. Interviews are scheduled for Friday 11th January 2019.