

Person Specification

Criteria	Essential	Desirable
Educational Qualifications	A good standard of education or equivalent experience	Degree or equivalent level of education
Job Related Experience	<p>IT literate and competent with Microsoft Office</p> <p>A demonstrable interest in forging a career in film marketing or arts administration</p> <p>Excellent communication skills (written and verbal)</p>	<p>Experience of working within a customer service or audience-focussed environment</p> <p>Experience of working to Targets</p> <p>Practical experience of using CMS for websites , social media channels and generally to be digitally 'savvy'</p> <p>Knowledge of photoshop or other design software</p>
Personal Qualities	<p>A demonstrable knowledge of, and interest in, film</p> <p>Excellent written communication skills</p> <p>Excellent interpersonal skills</p> <p>Excellent analytical skills and attention to detail</p> <p>Confident and helpful manner</p> <p>Ability to stay calm under pressure</p> <p>Ability to work as part of a small team</p> <p>Able to promote a positive working environment and collaborative team spirit</p> <p>Good personal presentation</p>	

Other	Willing to undergo training and personal development as required	Knowledge of the local area
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