BROADWAY

Job Description

Job title: Cinema Programme Co-ordinator

Reporting to: Programme Director

Staff responsible for: None

Functional responsibility: A key role in Broadway's Programming Department

you will support the development and delivery of a diverse, innovative and distinctive programme of

cinema, live events, seasons, festivals, VOD screenings and film culture & learning activity.

Hours worked: 37.5

Salary Grade: Grade 3 (£23,148 - £25,294)

Date issued: July 2021

Duties &	
Measures	
Duty 1	Provide support for, and contribute to the development of, an innovative, diverse and distinctive public film and events programme
Measures	 Support the Programme Director in the delivery of an exciting programme of cinema, live events, VOD and special film and cultural events of the highest quality Devise and enhance screen content to attract young and underrepresented audiences to support Broadway's audience development strategy Develop and maintain good relationships with film distributors, sales agents, publicists, filmmakers and industry professionals ensuring that Broadway attracts previews, special screenings and film industry guests Awareness of the national and international festival, distribution and exhibition landscape, in order to continually inform our programming and make recommendations to the Programme Director Continually monitor the programme to ensure all films and events are correctly located to maximise revenues, making recommendations to the Programme Director which best balance cultural and commercial objectives Play a key role in keeping the wider organisation up to date and engaged with the film programme Collaborate with teams across the organisation to develop new and existing programmes for targeted audiences (including Silver Screen, Family Matinees, Bringing Up Baby) and access provision (Captioned Screenings, Audio Description, Supportive Environment, Dementia Friendly). Support the Programme Director in contributing to Broadway's Cultural Leadership role as a Film Hub Lead Organisation and the BFI's Film Audience Network
Duty 2	Provide support for, and contribute to the development of, an innovative,

	diverse and distinctive film culture, learning and complementary programme
Measures	of events
ivieasures	 Develop new and fresh and initiatives to augment the cinema programme by deepening audience engagement of film culture to include selecting panels, hosting Q&As and sourcing industry guest speakers Support the Programme Director in the delivery of a diverse
	programme of day and evening film courses, workshops, learning and film culture activities for all age and interest groups to inspire creativity and a love of film for all ages • Identify ongoing opportunities to create a varied programme of
	regular special events and screenings to be hosted throughout Broadway that offers a popular, informal, social and immersive film culture experience
	 Collaborate with the Learning & Training and ACE supported Near Now Arts & Technology team members to present joint creative cross-over screenings, events and workshops.
	 Ensure that all activities are run to ensure public safety and adhere to current licensing requirements
Duty 3	Celebrate Film Festival Culture through unique, inspiring programmes
Measures	 Working closely with the Programme Director, identify, develop and lead on new Festival development and special seasons Contribute to the strategic development of Festivals and special seasons by engaging and maintaining contact with distributors, publishers, sales agents, publicists and other industry contacts Attending and networking at film festivals and sharing learning to ensure continual improvements, new ideas and innovation Be the primary point of contact with the Mayhem Film Festival and its co-directors, responsible for programme planning, guest liaison, logistics, staffing, identifying opportunities for sponsorship, cofunding partnerships and on-going development throughout the year and the annual festival event. Support the Programme Director in identifying cross programme opportunities with other local and national cultural organisations
Duty 4	Responsibility for all departmental administration
Measures	 Create exciting copy/imagery to support the promotion Broadway's film and events programme Input the film and events schedule on to our Box Office system, ensuring effective communication of all changes and special requirements with Box Office and other relevant departments Responsible for administering the film, learning and special events programme including industry guest management (including internal communications, travel, hospitality and technical requirements) Scheduling of weekly hold overs for film programme, in liaison with the Programme Director, and communicating to all departments Support the Programme Director in timely reporting of audience data and KPIs to stakeholders, distributors, BFI, ICO and Europa Cinemas as required
	 Monitor and evaluate qualitative and financial data as required by the Programme Director

	 Responsible for monitoring and managing delegated budgets, working closely with the finance team and others as appropriate Work with the marketing team to collate all materials required for marketing and press releases Represent Broadway as required, at relevant meetings, conferences and events
Duty 5	General Requirements
Measures	 Manage own workload, priorities and administration effectively. Clear and timely reporting to the Programme Director, senior management team and Board on all aspects of progress and management of marketing, communications and press. ICT literate and confident in using Microsoft Office and Outlook and adopting new software tools in the delivery of own work, collaborative work and project and task management. Be committed to, and be actively involved in, excellent customer service and best practice in both internal and external communications. Attend staff, management and Board meetings as required. Work effectively in a team, sharing responsibility with and supporting other managers. To receive supervision and appraisal and be committed to own development. To be committed to and work within Broadway policies and procedures.