

<p>Measures</p>	<p>diverse and distinctive film culture, learning and complementary programme of events</p> <ul style="list-style-type: none"> • Develop new and fresh 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
<p>Duty 3 Measures</p>	<p>Celebrate Film Festival Culture through unique, inspiring programmes</p> <ul style="list-style-type: none"> • 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, co-funding 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
<p>Duty 4 Measures</p>	<p>Responsibility for all departmental administration</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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
<p>Duty 5</p> <p>Measures</p>	<p>General Requirements</p> <ul style="list-style-type: none"> • 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.