

# B R O A D W A Y

## BROADWAY CINEMA PROGRAMME CO-ORDINATOR PERSON SPECIFICATION JULY 2021

	Essential Criteria		Desirable Criteria	
Experience	Experience of film programming and/or equivalent curatorial skill	A/I/T	Operational management of arts events and festivals	A/I
	Effective project management of film or arts related activity including budgeting and strategic planning	A/I	Maintaining relationships with relevant film industry organisations and/or individuals such as distributors and sales agents	A/I
	Previous experience of initiating, developing and maintaining effective relationships with stakeholder organisations and individuals	A/I	Experience of securing commercial sponsorship	A/I
	Managing relationships with public and private funding partners	A/I	Preparation and submission of successful funding applications to public and private funding partners	A/I
	Experience in event production and management and the booking of guests and speakers	A/I		
	Arranging guest hospitality and travel arrangements	A		
	Knowledge	Knowledge of independent and commercial film distribution, speciality distributors, studios and archive collections	A/I	Knowledge of box office and CRM systems, specifically Vista
Knowledge of film rights, formats, licensing agreements etc.		A	Awareness of current BFI Audience strategies	A
Demonstrable understanding of the UK cinema exhibition and distribution industry		A/I	Understanding and awareness of safeguarding and health and safety in a public venue	A
Good knowledge and understanding of comparable organisations and film programming initiatives across the UK		A/I	Awareness of the national and international festival, distribution and exhibition landscape	A/I
Skills & Attributes	Strong time management, organisational and multi-tasking skills coupled with the ability to work independently and with minimal supervision	A/I	Keen to be innovative and push new boundaries in film exhibition	A/I

	Excellent, confident oral and written communication skills	A/I/T	Commitment to develop and increase the diversity of audiences for film	A/I
	Detail oriented with the ability to handle numerous tasks simultaneously	A	Keen to make film accessible and relevant to as wide an audience as possible	A
	Proven project management skills with the ability to take a project from conception through to completion with minimal supervision	A/I	Specific interest in growing 16-30 year audiences and increasing audience diversity	A
	Possess a positive and professional attitude with the ability to work as a member of a team	A/I		
	A passion and appreciation for the diversity of independent cinema and a wide variety of film genres	A/I		
	Successfully work under pressure	A/I		
	Effective negotiating, influencing and persuasion skills	A/I		
	Ability to structure own time, use initiative, prioritise effectively to deliver on key goals	A/I		

- A = to be demonstrated in the application form  
I = to be demonstrated at interview  
T = to be demonstrated by completing a measureable test