

BROADWAY CINEMA

Community Bookings and Gallery Coordinator

PERSON SPECIFICATION

We are looking for a practical, organised and outward-looking coordinator who can make people feel welcome while managing space, competing priorities and detail confidently. Candidates do not need to have worked in a cinema or gallery, but they should be able to show relevant experience from community, cultural, venue, events, hospitality, charity or comparable settings.

Essential criteria must be demonstrated for appointment. **Desirable criteria** will help us distinguish between otherwise strong candidates; we do not expect every candidate to meet all of them. We will provide reasonable adjustments throughout the recruitment process and invite candidates to tell us what would help them participate fully.

Experience and knowledge

Criterion	Status
Experience of coordinating events, venue bookings, community activity, exhibitions, projects or other work involving several people, deadlines and practical arrangements.	Essential
Experience of communicating professionally with a varied range of people, such as community groups, customers, artists, volunteers, partners or colleagues.	Essential
Understanding of the barriers that can prevent people from accessing cultural or community spaces, and of practical ways to make participation more inclusive.	Essential
Experience of working with community organisations, volunteers or people who face barriers to participation.	Desirable
Experience of gallery or exhibition administration, including artist liaison, installation, invigilation or launches.	Desirable
Understanding of audience development, cultural participation or place-making, including how mission-led activity can sit alongside commercial and funded work.	Desirable
Knowledge of Nottingham's communities, cultural networks and the Hockley location of Broadway	Desirable
Experience of monitoring a funded project, gathering feedback or reporting social impact.	Desirable

Skills and abilities

Criterion	Status
Strong organisation and administration skills, with the ability to manage a pipeline of enquiries, bookings, deadlines and follow-up actions accurately.	Essential
Clear, warm and professional written and verbal communication, adapting information for different audiences and access needs.	Essential
Ability to coordinate activity in a busy public building, anticipate practical requirements and solve problems calmly.	Essential
Sound judgement when balancing competing requests, including understanding that commercial hires, cinema screenings, funded delivery and other income-generating activity take priority where space use conflicts.	Essential

Criterion	Status
Ability to build ongoing relationships with community groups, artists and partners rather than treating each booking as an isolated transaction.	Essential
Ability to work collaboratively across departments, share information early and agree workable solutions with colleagues, particularly the Head of Corporate Bookings and Events.	Essential
Ability to gather and organise straightforward data and feedback, identify patterns and turn them into useful recommendations.	Essential
Confidence using everyday digital tools, including email, shared calendars, spreadsheets, documents and booking or customer-record systems.	Essential

Approach and values

Criterion	Status
A genuine commitment to equality, diversity and inclusion, and to creating welcoming experiences for people with different backgrounds, identities and access needs.	Essential
A practical, reliable and solutions-focused approach, with the confidence to take ownership while knowing when to seek advice or escalate an issue.	Essential
A collaborative approach and willingness to work across community, gallery, cinema, café bar, commercial, funded and volunteer activity as parts of one organisation.	Essential
Curiosity about who is and is not engaging with Broadway, and enthusiasm for helping diversify our audiences and workforce and strengthen Hockley as a vibrant part of the city.	Essential

Practical requirements

Criterion	Status
Able to work occasional evenings or weekends for events, installations or exhibitions, with advance notice and time off in lieu.	Essential
Able to work primarily at Broadway Cinema, with limited home working for suitable administrative tasks by agreement.	Essential
Able to attend a weekly operational planning meeting on Tuesday afternoons	Desirable