

## Independent Cinema Office

The Independent Cinema Office is the national organisation for the support and development of the independent cinema exhibition sector in the UK. It offers film programming services to cinemas, brings films into distribution and is the main provider of events, training and advice for the independent cinema sector. It works with the main funding bodies in film exhibition, is a company limited by guarantee and a registered charity.

Its film programming clients include cinemas as diverse as the Watershed in Bristol, the Broadway in Nottingham, and Hebden Bridge Picture House. In 2018 it released the films *The Piano*, *Blood Simple* and the *Revolt, She Said* touring programme amongst other titles. It also delivers Screening Days, a national and regional showcase for cultural cinema for film societies, community cinemas and cinemas. It offers a portfolio of national and internationally renowned training programmes for exhibitors.

This is a unique opportunity to join a vibrant, creative team working on a diverse range of projects. The ICO is a small arts organisation and the individual we are seeking must be meticulously organised, able to use their own initiative to juggle a variety of tasks, take responsibility for their duties and be able to see projects through from concept to delivery and formal evaluation stage. In return, we offer the chance to work with a friendly, creative team working at the forefront of independent cinema exhibition in the UK.

The ICO is based in central London near Oxford Circus.

## **Job Description**

The ICO expects all staff to adhere to the organisation's key values and principles, which are: to demonstrate enthusiasm, flexibility and passion; a willingness to work hard; strive for excellence and take on responsibility; be enterprising and use initiative; and support diversity in all its forms.

<b>Job Title:</b>	Project and Events Manager
<b>Salary:</b>	£33,500 – £36,500 pa (dependent on experience)
<b>Reports to:</b>	Head of Training and Professional Development
<b>Working Hours:</b>	Five days a week, 10am-6pm with one hour lunch break, occasional evenings and weekends as required
<b>Holidays:</b>	25 days per year of which a number of compulsory days must be taken during the office closure at Christmas
<b>Contract:</b>	Fixed-term, one year contract with possibility of extension
<b>Probationary period:</b>	Six months
<b>Notice period:</b>	Two months

### **Terms and conditions**

The above position is offered on a fixed-term contract subject to the completion of a satisfactory probation period. The above details and the job description for the position of Project and Events Manager are a guide to the nature of the work required. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

### **Purpose of the post**

To plan, manage and ensure the comprehensive delivery of the ICO's events, including training courses and screening events, on time and within budget. To ensure that all projects adhere to funding guidelines and the ICO's standards of excellence. To produce the necessary reports for funders.

### **Main Responsibilities:**

- To plan and manage delivery of the ICO's UK and international events and training programmes including booking venues and catering, managing the production of course / event materials, devising evaluation methods and all necessary administration

- Working with the ICO's Senior Management team, manage course / event content design, speaker invitations and liaison
- Working with the ICO's marketing team, ensure effective recruitment of a diverse range of course participants
- To manage and develop the ICO's online training portfolio
- To develop comprehensive data systems in order to support the delivery of programmes and the effective tracking of participants
- To manage and develop key relationships for the ICO at all levels – including funding organisations, industry partners and sponsors
- To process and assess feedback from event attendees and other relevant parties
- To produce high quality and accurate financial, administrative and evaluative reports for funders on projects
- Work in a flexible manner and be willing to undertake other duties as reasonably requested. Some travel, weekend and evening work, as required
- To undertake any other duties as necessary

### **Person Specification:**

#### **Essential:**

- A degree or equivalent
- Minimum three years' experience in a similar role
- Experience of financial reporting and dealing with budgets
- Demonstrable ability to work on own initiative
- Demonstrable problem solving skills
- Confident networking skills
- Excellent attention to detail
- A thorough understanding of equal opportunities particularly in regard to the film industry
- Excellent administrative skills including financial administration and reporting
- Strong IT skills including Word, Excel, PowerPoint and Outlook
- Ability to work under pressure and prioritise workload
- Excellent communication skills both written and verbal
- Ability to work as part of a team
- A sense of humour.

#### **Desirable:**

- Experience of managing and reporting on EU funded projects
- Experience of raising sponsorship for events
- Experience of reporting to lottery distributors
- Passion for independent film
- Knowledge of film exhibition (cinemas, film festivals, etc)
- Social media skills.