

# Independent Cinema Office

The Independent Cinema Office (ICO) 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 and distributors, and manages Film Hub South East which is part of the Film Audience Network (FAN) funded by the BFI.

## Training & Professional Development

The ICO was founded in 2003 with a vision of everyone in the UK having access to life-changing cinema, and organising training and professional development opportunities are at the heart of our mission. We are industry leaders in this field, establishing the UK's first formal training opportunities to support the development of individuals working in the independent film exhibition sector and build their key skills and knowledge.

We organise inspirational training courses and professional development opportunities around the UK and internationally on audience development, digital marketing, management skills, film festival development and much more. In addition to our open courses we also offer bespoke training for organisations and individual one-to-one sessions.

This is a unique opportunity to take ownership of and grow a world-class training portfolio working with a diverse range of partner organisations and individuals both nationally and internationally to ensure that our sector is successful, innovative and progressive. The ICO is a small arts organisation and the individual we are seeking must be a self-starter and creative thinker with the ability to devise new programmes, as well as a capable project manager with the skills to fully manage the delivery of a range of activities. We welcome applicants from other sectors with transferable skills.

You must be willing to work hard and try your hand to anything as well as be able to prioritise your own time, be calm and unflappable, work to deadlines and contribute to the team. You must be proactive, articulate, able to use your own initiative to juggle a variety of tasks and delegate when appropriate, and be ready to undertake your own administration. In return, we can offer responsibility, opportunities for your own training and development and the chance to work with a friendly, creative team working at the forefront of independent film 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>	Training and Professional Development Manager
<b>Salary:</b>	£34,505 - £37,595 pa (dependent on experience)
<b>Reports to:</b>	Head of Partnerships and Development
<b>Working Hours:</b>	We would be happy to consider this role either on a full-time basis or in a flexible and/or part time structure. Occasional evenings and weekends may be 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 Training and Professional Development 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 take ownership of and grow the ICO's Training and Professional Development portfolio of activities, ensuring the development of individuals working in the independent film exhibition sector and building their key skills and knowledge. To manage the comprehensive delivery of the ICO's Training and Professional Development programmes, ensuring they adhere to funding guidelines and the ICO's standards of excellence.

## Main Responsibilities

- Managing the ICO's wide-ranging training portfolio, including our online pathways, ensuring it remains a market-leader and constantly evolves to meet sector needs.
- Develop content for, and contribute to the design of, specific ICO training courses and professional development initiatives.
- Working with the wider ICO team to ensure the successful delivery of all training initiatives including sourcing course locations, managing the production of course materials and recruiting course participants.
- Ensure the training offer provided by the ICO is effective and continues to be best in class through robust evaluation and tracking methods, including processing and assessing feedback from participants and other relevant parties.
- Identifying and liaising with external speakers/collaborators to contribute to, participate in, and in some cases lead, the ICO's training and professional development offer(s).
- Working with the ICO's Senior Management Team, design and implement new training programmes and opportunities for the national and international film exhibition sector.
- Managing and developing key relationships for the ICO at all levels – including funding organisations, industry partners and sponsors.
- Producing financial, administrative and evaluative reports for funding bodies and other relevant parties.
- Research and identify/anticipate training needs for the national and international film exhibition sector, staying abreast of current trends and good practices in training, e-learning, personal and professional development.
- To represent the ICO at forums, conferences and meetings
- Ensure the values of inclusivity and diversity are reflected in our work.
- Work in a flexible manner and be willing to undertake other duties as reasonably requested including some travel, weekend and evening work as required.
- Undertake any other duties as necessary

# Person Specification

## **Essential:**

- Degree or equivalent
- Minimum three years' experience in a similar role
- Demonstrable ability to work on own initiative
- Demonstrable problem solving skills
- Confident networking skills
- Experience of financial reporting and dealing with budgets
- Excellent planning skills and attention to detail
- A thorough understanding of equal opportunities particularly in regard to the training sector
- 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 and/or to National Lottery funding distributors
- Familiarity with current UK funding streams for training and development
- Passion for independent film and knowledge of the film exhibition sector (cinemas, film festivals, etc)
- Experience of building and maintaining international partnerships
- Demonstrable experience of public speaking and ability to deliver public presentations
- Social media skills.