

INSTITUTE OF CONTEMPORARY ARTS (ICA): JOB DESCRIPTION

Job Title:	Cinema and Film Coordinator
Reporting to:	Head of Cinema
Contract:	Fixed term until 31 March 2022.
Hours:	Full-time 40 hours per week (5 days a week) until Mid December. Part-time from Mid-December until 31st March 2022 32 hours per week (4 days a week). Includes occasional evening and weekend work as required
Salary:	£22,000 – £25,000 per annum, depending on experience (pro rota for 4 days per week)

PURPOSE OF THE JOB AND KEY OBJECTIVES

For 75 years, the ICA has used its buildings and platform to celebrate the arts, influence culture, and bring people together to share radically progressive ideas. As we face some of the most complex ecological, economic and social-justice challenges ever seen, both nationally and globally, the ICA's critical approach is needed more than ever. Over seven decades, the ICA has staged numerous ground-breaking exhibitions, legendary concerts, and its cinema continues to be a major voice in independent film. Today, our programme – across exhibitions, performance, cinema and film, theatre, music, architecture, design – is dedicated to issues of racial justice, social justice, and the championing of voices at the forefront of progressive culture.

The ICA Cinema department delivers a world-class programme of films and national theatrical releases, creating a unique space for discussion and debate. Through premieres, festivals and curated seasons, this programme brings to screen new voices, discoveries and experimentation. This Cinema and Film Coordinator role is an exciting opportunity to contribute to a programme that encompasses significant film and moving image developments, while acknowledging historical works and filmmakers from the margins of traditional cinema.

The successful Cinema and Film Coordinator is responsible for supporting the Head of Cinema and working alongside the Film Programme Manager in the development, planning and delivery of the ICA Film Programme, the ICA CINEMA Distribution activity, and the annual FRAMES of REPRESENTATION (FoR) film festival. This role requires reactivity and flexibility. It offers potential to grow and welcomes initiative-taking.

KEY TASKS AND RESPONSIBILITIES

- Working on the delivery of the yearly FRAMES of REPRESENTATION film festival, exceptionally taking place this year in November 2021, otherwise taking place every April.
- Assisting with the acquisitions, bookings, delivery, distribution, and reporting of the films distributed across the UK and Ireland through ICA CINEMA Distribution activity.
- Working as the main coordinating point of contact between teams working at Front-of-House, the Cinema department and external partners for screenings and events taking place in the Cinemas
- Assisting the Film Programme Manager with day-to-day operations, such as tracking the posters and film delivery, and identifying the needs for the Projection team to ensure the programme is presented in the best possible conditions.
- Coordinating logistical arrangements for events and screenings taking place as part of FoR21.
- Assisting the Head of Cinema and the Film Programme Manager with the weekly holdovers process, effectively coordinating the Spektrix, Artifax and ORG processes, as well as providing occasional support to the Communications department for matters related to the film programme.
- Coordinating logistical arrangements for events and screenings taking place as part of FoR21.
- Engaging with the film programme to get a good understanding of the structure, political and aesthetic implications of it.
- Monitoring and providing feedback about the online communications related to the film programme.
- Coordinating logistical arrangements for events and screenings taking place as part of FRAMES of REPRESENTATION
- Acting as single point of contact for external speakers, filmmakers, distributors, partners, venues, film festivals and sales agents to ensure the smooth running of all FRAMES of REPRESENTATION events including coordinating the schedule and travel arrangements for visiting speakers and filmmakers.
- Coordinating the DCP and EPK shipments for FoR films and the overall festival print and material coordination.
- Planning and occasionally delivering the panel discussions and Q&As that accompany the screenings.
- Coordinating the production of texts for the festival booklet.
- Generating reports to monitor performance on footfall and ticketing of FoR related distributed titles.
- Coordinating the financial paperwork and making sure that all FoR invoices from rights holders and guest speakers are correct and passed on to the Finance team for payment in a timely manner.
- Reviewing invoices for FoR film rental and shipping for accurate accounting and payment.
- Attending occasional events representing ICA CINEMA and its diverse activities.

PERSON SPECIFICATION

Essential Criteria

- Experience of working with film and cinema and the planning, delivery, and programming of a film festival and / or experience in working on film distribution and sales.
 - A strong background in and knowledge of film and cinema, with a strong focus and passion for nonfiction cinema.
 - Experience of coordinating a wide range of film related activities and the ability to prioritise and meet conflicting deadlines.
 - Excellent interpersonal skills with a flexible, outgoing, and positive attitude.
 - Excellent communication skills with the ability to draft and edit film copies.
 - A team player with the ability to take initiative and work independently.
 - Proactive, strategic & creative.
- Strong IT skills and competency in all Microsoft Office applications. Visual merchandising and presentation experience

Desirable Criteria

- Availability to work flexible hours including evenings and weekends as appropriate.
- A proven interest and awareness of the ICA programme.
- Multilingual. Experience of working in the arts sector and within an institutional context, understanding there will be many internal stakeholders with ideas and opinions about the bookstore and stock

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department and the ICA.

Job descriptions are reviewed regularly and at least prior to the annual appraisal, if applicable to ensure they are an accurate representation of the post.

The Institute of Contemporary Arts is committed to up-holding the Equality Act 2010 and encouraging equality and diversity within our workforce and all opportunities provided by the ICA.

We encourage applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We actively encourage BAME and disabled applicants and value the positive impact that difference has on our teams. Whilst some of our offices have barriers to access, we are taking steps to resolve these, and in the meantime continue to encourage interest from applicants who require reasonable adjustments within the workplace.

I have read and understood and accept the responsibilities listed in this Job Description and that the ICA reserves the right to vary these duties as described at any point in time, to keep in pace with the changing needs of the organization.

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Employee

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Date