

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 programming advice, bookings and information regarding the full range of world cinema product to its 20 client cinemas with a total number of 32 screens. ICO clients include cinemas as diverse as the JW3 in London, Watershed in Bristol, Ludlow Assembly Rooms and Galeri in Caernarfon. Our other main activities include distribution of cultural cinema delivering a range of contemporary and classic titles in addition to touring festivals and artists' moving image programmes – in 2017 we released *Mulholland Drive*, *La Strada* and *Blood Simple* as well as delivering a national tour of the BFI Britain on Film project with six bespoke collections of non-fiction films from the twentieth century.

We also deliver Screening Days, three times a year, a showcase of cultural cinema for film societies, community cinemas and cinemas.

We are the main provider of events, training and advice for the independent cinema sector in the UK. We work in partnership with other organisations, both international and national, are a company limited by guarantee and a registered charity.

This is a unique opportunity to join a vibrant, creative team working on a diverse range of projects with regional and national partners and an excellent chance for someone who is seeking to develop their career in film programming, curatorship or exhibition development. We work with many different kinds of partners across the UK – cinemas, festivals, film societies; local authorities and national bodies; distributors and education and training providers.

The ICO is a small creative organisation and a place where ideas, initiative and enthusiasm are encouraged. The individual we are seeking must have a passion and enthusiasm for cinema in all its forms as well as the ability to develop relationships and work with a diverse range of individuals and organisations with diplomacy and enthusiasm. Communication and people skills are as important as a knowledge and love for film.

You need to be extremely cine-literate, an avid viewer of world cinema, both classic and contemporary and be able to demonstrate an interest in, and knowledge of, current concerns in independent cinema.

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 articulate and ready to undertake your own administration.

In return, we can offer responsibility, opportunities for training and development and the chance to work with a friendly, creative team 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.

Job title:	Film Programmer
Salary:	£27,500-£31,500 (dependent on experience)
Reports to:	Head of Cinemas
Contract:	One year fixed-term contract with possibility of extension
Working hours:	Five days a week 10am-6pm with one hour lunch break, occasional evenings and weekends as required
Holiday:	25 days per year pro-rata of which a number of compulsory days must be taken during the office closure at Christmas
Probationary period:	Six months
Notice period:	One month

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 Film Programmer 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.

Main Objectives

Purpose of the post:

To offer programming advice and booking services to client venues; to initiate creative and original programming ideas and manage touring programmes; to bring programming expertise into play across a range of ICO activities; to assist with the production and delivery of screening days; to participate in and support the training, advisory and advocacy services of the ICO to client venues, festivals, film societies and the wider exhibition sector.

Main Responsibilities

- To work collaboratively with the Head of Cinemas to provide programming, exhibition advice and booking services to ICO programming clients
- To book selected new release and repertory material for designated ICO clients in accordance with specific service level agreements as directed
- To attend preview screenings, films festivals, industry events and meetings as required in order to develop programming knowledge, skills and expertise
- To act as a point of contact between the ICO and distributors, actively negotiating terms and conditions of film hire, taking due account of local needs and venue-specific financial imperatives as directed
- To administer film bookings for client cinemas, producing programme confirmations and collecting and analysing box office data

- To develop new relationships with distributors and partners to support the programming activities of the ICO
- Support the administration of ICO distribution product, including obtaining bookings and collating financial information and statistics where necessary
- To manage, administrate and curate ICO touring programmes as required
- To provide administrative and curatorial support as necessary on ICO projects and funding bids
- To assist with the production and delivery of screening days - liaising with distributors, providing curatorial assistance and assisting with event delivery; providing copy writing, proofing and tonal advice
- Produce programming department reports in a timely fashion as needed throughout the year (for funders, for the ICO annual report)
- Contributing to ICO website/blog content and social media presence on request and particularly when attending film festivals or other external events.
- Undertaking One to Ones on request according to abilities and expertise.
- To undertake as necessary (approximately four times a year) delivery of training course content, in collaboration with the ICO's Head of Training and Professional Development.
- 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

- Degree or equivalent
- Extensive knowledge of, and passion for, world cinema both contemporary and historical
- Knowledge and experience of film programming with a minimum of two-to-three years experience
- Knowledge of exhibition and distribution sectors
- IT skills and experience with knowledge of Word, Excel and Outlook
- Experience with social media including Twitter and Facebook
- Competent administration skills
- Ability to work under pressure and prioritise workload
- Excellent communication skills, both written and verbal
- Tact, sensitivity and diplomacy skills

Desirable

- Knowledge and experience of FileMaker or other database software
- Experience of arts marketing
- Familiarity with public speaking and ability to deliver public presentations
- Copy-writing experience