



## **Picturehouse Cinemas Limited Outdoor Cinema Coordinator**

Application deadline: Friday 1<sup>st</sup> April 2022

Job Types: Full-time, Temporary

Salary: £27,000 Pro rata

Picturehouse Outdoors is going on the road again in 2022, bringing the Picturehouse Experience to a variety of outdoor venues across England, showcasing a wide variety of exciting films and delivering the best experience possible to our guests.

The season will launch in June 2022 and we are looking for a hardworking, energetic and organised person to assist with the preparation and delivery of our 2022 season of Outdoor screenings. The ideal candidate would have administrative experience, and the ability to fulfil the functional side of the role to a very high standard alongside the drive and resilience to support the operational activities. Candidates must ensure the availability to work flexibly due to the nature of the role.

The Outdoor Cinema Coordinator will report directly to the Outdoor Cinema Manager, and will assist in the smooth running of the season, creating a safe, welcoming environment and delivering the highest possible standard of customer service.

Picturehouse Outdoors is part of Picturehouse Cinemas who operate 26 cinemas across the UK and are a stand-alone division of Cineworld PLC

### **Vacancy**

We are looking for an experienced and enthusiastic Outdoor Cinema Coordinator who can bring the Picturehouse way of working to this exciting season.

Please note there is a requirement to work full time hours, which includes working at all of the Outdoor Screenings, which will take place on weekends.

### **Location**

This is a remote role, the location of the screenings will vary throughout England.



## Application

To apply for this position please send your CV and covering letter to [alex.e@picturehouses.co.uk](mailto:alex.e@picturehouses.co.uk) with "Outdoor Cinema Coordinator" in the subject line by Friday 1<sup>st</sup> April 2022.

## JOB DESCRIPTION

### Job Title

Outdoor Cinema Coordinator

### Direct Report To

Outdoor Cinema Manager

### Responsible For

N/A

### Job Purpose

The key responsibility of the role is to ensure the smooth running of the Outdoor Cinema season, with a focus on delivering on all Health and Safety Responsibilities and delivering the best possible experience for our guests.

### Main Duties

#### Before the event

- Assist the Outdoor Cinema Manager with any pre-event preparation that might be required.

#### Ongoing (In conjunction with the Outdoor Cinema Manager)

- Liase with Programming Dept with regard to film bookings
- Liase with Marketing Dept to ensure full promotion of events
- Liase with Sponsorship Dept to ensure that all sponsorship requirements are managed and delivered correctly
- Deal with customer queries / issues that are received directly
- Liase with Picturehouse venue management teams to ensure that all aspects of the event are organised correctly.
- Set up and monitor ticket sales

#### Delivering the event (In conjunction with the Outdoor Cinema Manager)

- Delivering the Picturehouse Experience to our guests
- Serving on the bar/box office
- Setting up of the screen
- Projection equipment operation
- Ancillary equipment operation



- Loading / Unloading Van
- Logistics Planning
- Site Management (Setup / Takedown)
- Event Management
- Venue Liason
- Partner Liason (Sponsorship)
- Health and Safety responsibility delivery

#### **After Event**

- Assist the Outdoor Cinema Manager with any pre-event preparation that might be required.

*Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is therefore subject to amendment.*