

# Job Description

**Job Title:** Head of Cinema

**Department:** Cinema

**Grade:** G

**Location:** Barbican Centre

**Responsible to:** Director for Arts and Participation

**Responsible for:** Senior Manager, Cinema Curator/Co-ordinators (x3) Assistant Cinema Curator/Co-ordinator & Cinema Assistant

## Purpose of Post

To develop the cinema strategy to reflect the strategic framework and our purpose of:

*“We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.*

*We are the place to in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond experiences we offer – locally, nationally and internationally”*

Using the above Purpose:

- To find the appropriate balance between the curated cinema programme, performance cinema and the first run cinema programme including leading and new voices at the forefront of their practice and from the global majority.
- To research, plan and deliver the Barbican’s cinema programme.
- To be an essential part of the arts and creative collaborations planning processes. Supporting cross arts initiatives and collaborating with colleagues in the arts and learning teams to create seasonal slates.
- To be actively aware of and devise the Barbican’s response to changing trends in cinema audience engagement, presentation and experience, including the potential exploration of commissioning and touring Barbican curated film programmes
- To provide clear leadership to the cinema team ensuring it is supported with appropriate creative, management, administrative and technical skills.
- To play an activating and participating role in the Management Team and other staff forums, and report when required to the Barbican Board and Trust.
- To be committed to providing the highest level of customer service, to both internal and external customers, and actively seek to promote equal opportunity in relation to the duties of the post in alignment with the Barbican’s Business and Strategic Plans.

## Main Duties & Responsibilities

### Creative

1. To be the primary advocate for the Barbican's Cinema Department and programme, leading on the curation of a bespoke and reputable cinema offer in line with the Barbican's brand values and vision and within available resources.
2. To develop and agree the programming strategy for the Cinema Department in consultation with the Director for Arts and Participation, across the 3 cinemas and beyond (including other spaces within and outside the Barbican walls), and maximising impact through collaborations and partnerships.
3. To research, understand and respond to changing trends in the sector including methods of film consumption, audience experience, technological and digital innovation and distribution models.
4. To lead the Cinema Team in creating a distinctive curated cinema programme, including a contextual programme of talks and events, which is international and wide ranging whilst maximising audience impact (in line with our audience strategy objectives) and earned income.
5. To contribute to the artistic planning process in support of the Barbican's commitment to integrated arts programming, working collaboratively with other art form programmers and fully integrating the Creative Collaborations Team.
6. In collaboration with Creative Collaboration and working with the Guildhall School of Music and Drama and the Culture Mile, to ensure that the cinema programme supports the development of a holistic creative and community offer and provides learning and participation opportunities.
7. To retain current knowledge of the cinema sector including wide professional networks and to travel nationally and internationally to achieve this.
8. To lead on and maintaining and building relationships within the cinema sector including distributors, advertisers and cinema festivals and organisations. To represent the Barbican at external meetings e.g., BFI, UKCA, Film London etc. as necessary. To review and refresh these relationships as necessary.

### Management and Administrative

9. To ensure that the cinema operates in an effective and efficient manner, having respect and understanding for the needs of colleagues and partners. To ensure the staff are appropriately skilled to undertake their duties.
10. To negotiate and book all cinema programmes on the best possible financial terms. To ensure that film hire and other cinema contracts are negotiated and managed efficiently and effectively.
11. To lead, motivate and manage the cinema team, ensuring appropriate staffing. To ensure that appropriate management and administrative systems are in place, in line with City of London policies and processes (including contracting, recruitment, performance appraisal etc).

12. To maximise income from the cinemas through the programme, related events, commercial usage and other means including maximising income from ticket sales.
13. To work closely with the Senior Technical Manager to ensure appropriate technical services are provided for cinema showings and events. In collaboration with the Projects and Engineering teams, ensure that cinema's capital and maintenance needs are identified and costed.
14. To ensure that all unclassified film and media is submitted to the City of London Licensing Committee to comply with the local authority licensing function under the Licensing Act 2003, and to attend Licensing Committee meetings as required.
15. To prepare and manage short and long term budgets for the department, keeping the Head of Finance and Director for Arts and Participation informed of current and future forecasts. To prepare and contribute to financial reports and financial scenario planning as required.
16. To contribute positively as a member of the Management Team and present reports to the Barbican Board, its sub-committees and the Barbican Trust as required.
17. To ensure effective liaison with the Development Team on fundraising opportunities.
18. To liaise with colleagues in the Audience Experience & Marketing departments to ensure that cinema programmes are on sale in a timely fashion.
19. To ensure, in collaboration with the Heads of Marketing and Communications, that marketing and media strategies reflect the cinema programme appropriately, to drive both sales and impact. Ensure that colleagues in Communications and Marketing are fully briefed on the cinema programme in a timely manner and provide draft copy as required.
20. To liaise with colleagues in the Business Events Team to ensure they can maximise cinema rental income in the periods made available to them.
21. To maintain and develop the cinema access offer in line with Barbican values and goals, leading on cinema exhibition's best practice in relation to Access.
22. To ensure that the department complies with the Barbican's risk management systems.
23. To help develop and cultivate the next generation of cinema programmers and administrators through tailored training schemes and professional opportunities including active engagement with Creative collaborations programmes.
24. To support the Audience Experience Team to deliver an exceptional audience experience in all cinema's screening events and activities.

## **Other**

25. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
26. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

27. To undertake any other duties that may reasonably be requested appropriate to the grade
28. Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

# Person Specification

**Job Title:** Head of Cinema

**Department:** Cinema

**Grade:** G

**DBS Criterion:** No DBS

**Security Vetting Criterion:** No security vetting is required

**Politically Restricted Post Criterion:** This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post.

## Experience and Behaviours Required

1. Substantial experience of curating film festivals, seasons and new release programming
2. Well networked in the cinema sector
3. Experience of managing change at senior level
4. Experience of presenting to Boards (or similar)
5. A willingness to travel nationally and internationally when required
6. To proactively model the Values as outlined through the Strategic Framework
7. To be an engaging, empathetic and compassionate role model for the team
8. To be a strong advocate of our EDI agenda and ensure we take a lead role in addressing issues that breach Zero Tolerance

## Technical Skills & Knowledge

1. An extensive knowledge of films and cinema history
2. An understanding of changing trends in the sector including methods of film consumption, audience experience and distribution models
3. The ability to generate artistic ideas and projects
4. Financial acumen and experience of managing and delivering budgets
5. Excellent leadership and collaborative team working skills
6. A proven understanding of balancing commercial and creative needs
7. Strong negotiating and influencing skills
8. Self-motivated with a calm and professional approach
9. Excellent time management skills
10. Meticulous attention to detail
11. Proven ability to communicate effectively both in writing and orally, for example, at management and committee meetings, and at public presentations
12. Excellent interpersonal skills with a strong ability to broker effective and mutually beneficial relationships with all departments at a senior level
13. Able to use initiative and make decisions

## Recruitment – Note to Applicants

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these***

***behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***

# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Contract**

The position is offered on a permanent basis.

## **Salary**

The salary range for this job is £63,910 - £72,390 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Hours of Work**

Normal hours of work are 10:00 – 18:00, Monday to Friday, being 35 hours per week excluding lunch breaks, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

## **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

## **Notice Period**

Two months by either party after satisfactory completion of probationary period.

## **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

## **City Benefits**

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

## **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.



# barbican

We are London's  
**Creative Catalyst**  
for arts, curiosity  
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.

[barbican.org.uk/values](http://barbican.org.uk/values)

