

Job Description

Job Title: Cinema Curator – New Releases

Department: Cinema

Grade: D

Location: Barbican Centre

Responsible to: Head of Cinema

Purpose of Post

- To work in collaboration with the Head of Cinema to create, programme, manage, implement and produce the Barbican's cinema programme with a primary focus on the new release, new release screentalks and performance cinema Programme.
- To oversee the new release holdover bookings process at the beginning of every week, negotiating with distributors to ensure an exciting and diverse cinema programme.
- To work in collaboration with the Cinema Administration Assistant to manage and administer the Barbican's cinema programme.
- To work creatively and collaboratively with other arts departments, Creative Collaborations, Business Events, Development and Barbican partners to provide the best possible programme
- To be committed to providing the highest level of customer service, to both internal and external customers, and actively seek to promote equality of opportunity in relation to the duties of the post in alignment with the Barbican's Business and Strategic Plans.

Main Duties & Responsibilities

Programming

1. To support the Head of Cinema in delivering the Barbican's cinema programme, and to research, instigate and contribute ideas for the strategic development of the programme.
2. To book the weekly new release programme every Monday, based on the previous weekend's box office reports.
3. To liaise with film distributors, filmmakers, guest artists, speakers, musicians and partner companies and organisations in producing Barbican ScreenTalks, and other special events connected with the cinema programme, to the highest standard.

4. To seek, maintain and develop partnerships with film distributors and cultural organisations in line with the cinema programme and Barbican strategy and objectives.
5. To undertake all necessary tasks required to deliver the cinema programme including researching print sources and other screening materials, arranging rights clearances for films, and liaising with partner organisations, film distributors, archives, international sales agents and other bodies.
6. To negotiate with film distributors, sales agents and rights holders in order to obtain the best possible financial terms for all films screening at the Barbican cinemas.
7. To provide copy/text for the Marketing and Communications departments as required, including proof-reading for the Barbican Guide, film print and online content media.
8. To be knowledgeable of contemporary developments in the film industry in the UK and internationally and to attend film screenings, festivals and industry events as required.
9. To work collaboratively with programming colleagues across the Centre and with Barbican partners as necessary.
10. To work actively on accessible programming within the New Release programme alongside the Senior Manager – Cinema.
11. To deputise for the Head of Cinema on programming matters as required.

Co-ordination and Administration

12. To liaise with the Senior Manager – Cinema on all financial, management and administration issues relating to the cinema department. To ensure that systems are implemented properly and operate effectively.
13. To ensure that the Senior Manager – Cinema is kept up to date with all aspects of the cinema programme.
14. To manage projects in line with allocated budget and staffing.
15. To liaise with the Technical staff, including Projectionists, and the Barbican's Audience Experience, Box Office, Marketing and Communications departments in the production and delivery of cinema events, as required.
16. To schedule cinema screenings, the booking of events and their requirements onto the Artifax computerised event management system, and to maintain and update these events.
17. To put events on sale and liaise with box office, marketing and communications departments accordingly as well as monitor and oversee events sales.

18. To produce, co-ordinate and event manage special screenings and events, including but not limited to gala openings and receptions, talks, panel discussions, film & music events and private screenings.
19. To arrange film print transportation, notably co-ordinating film arrival and despatch, and to arrange transport, hospitality, catering etc., for guests, filmmakers, artists and musicians as required.
20. To work collaboratively with the Creative Collaborations team, ensuring that the Creative Collaborations strategy underpins the cinema programme.
21. *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.*
22. *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.*
23. *To undertake any other duties that may reasonably be requested appropriate to the grade*

Person Specification

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Department: Cinema

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Trent Position number:

DBS Criterion: (delete as appropriate)

No DBS

Security Vetting Criterion: (delete as appropriate)

No security vetting is required

Politically Restricted Post Criterion: (delete as appropriate)

This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Experience Required

(e.g. Budget Holding Experience if appropriate)

[Core behaviours may be included if appropriate]

1. Previous experience of curating cinema especially in relation to the first run and performance cinema programme. This includes experience of working on the weekly holdovers bookings process. (A) (I)
2. Experience of managing cinema events with visiting talent. (A) (I)
3. Proven negotiation skills especially with film distributors. (A) (I)
4. Experience of managing budgets and delivering on income targets in the cinema sector (A) (I)
5. An understanding of balancing commercial and creative needs. (A) (I)

Skills & Knowledge

1. A strong working knowledge of the UK cinema exhibition sector. (A) (I)
2. An understanding of changing trends in the sector. (A) (I)
3. Collaborative teamworking skills. (I)
4. A high level of computer proficiency (including MS Word, Excel, Powerpoint) is essential. (A) (T)
5. Excellent time management skills (A) (T)

6. Self-motivated with a professional approach (A) (I)

Other Relevant Information
(e.g. working hours if applicable)

1. A willingness to travel nationally and internationally as required
2. Normal office hours apply (Monday to Friday, 35 hours per week) however some additional / flexible hours at evenings or weekends will also be required.

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 fixed term maternity cover (up to 12 months)

Salary

The salary range for this job is £41,360 – £46,050 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 35 hours per week excluding lunch breaks, Monday to Friday, inclusive 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

One month 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

