



## Candidate Information

**Position:** Programme Assistant  
**School/Department:** Student Plus  
**Reference:** 22/109779  
**Closing Date:** Monday 9 May 2022  
**Salary:** £18,852 - £21,686 per annum  
**Anticipated Interview Date:** Monday 16 May 2022  
**Duration:** Available until 30 June 2025

### JOB PURPOSE:

Reporting to QFT Programme Coordinator, the Programme Assistant will assist with the delivery of artistically significant and commercially viable programmes, addressing and engaging with a broad variety of audiences.

### MAJOR DUTIES:

1. Assist Programme Coordinator to implement QFT programme and audience development strategies, working with colleagues to achieve business plan objectives.
2. Assist with curation of events, host Q&A events and liaise with filmmakers directly when appropriate.
3. Assist with the delivery of content for QFTPlayer.
4. Create and propose programme ideas and initiatives to QFT Programme Coordinator and Head of QFT as and when appropriate.
5. Contribute to and assist with planning film programmes and seasons, festivals and partnership events. Liaise with marketing, audience development and operations teams to ensure an effective flow of information.
6. Assist with the collation, analysis and reporting of programme and audience information as directed to Programme Coordinator, Head of QFT, Film Distribution companies and funding bodies.
7. Assist with programme scheduling using the QFT box office system to ensure accurate information is available to the front-of-house team and the website.
8. Assist with the creation of written copy for print and online marketing materials.
9. Maintain accurate records, as directed, of all programme information and film hire information.
10. Liaise with QFT Private Hires team to coordinate private screening film rights and materials.
11. Provide administrative assistance to Programme Coordinator regarding QFT's financial activities relating to film hire and other payments. Use of the in-house purchasing procedures under guidance.
12. Regular liaison with wide-ranging internal and external colleagues, suppliers and audience members.

### ESSENTIAL CRITERIA:

1. A minimum of 5 GCSE's at Grade C or above (or equivalent) to include English Language and Mathematics
2. Minimum 1 years' experience in an arts or culture focused workplace to include:
  - Collation and presentation of data for evaluation
  - Presenting to a public or internal audience
  - Copy writing
  - Proficient use of MS Office products including:  
Excel, Outlook, Teams, Word.
3. Demonstrable interest and enthusiasm for film programming / cinema curation.
4. Good written and face-to-face communications.  
Ability to speak in front of audiences and network at relevant events.
5. Ability to work on own initiative and as part of a team.
6. Ability to plan and organise workload to meet standards and deadlines.
7. Flexible, willing to adapt to new tasks and duties.

8. Ability to work occasional evenings/weekends according to the needs of the business.

**DESIRABLE CRITERIA:**

1. Further or Higher education qualification in a relevant subject – Film, Media, Humanities.
2. Experience curating film or another art form.
3. Basic understanding of the UK/ROI cinema sector.