

Candidate Information

Position:	Young Audiences Coordinator, QFT
School/Department:	Eventus and Culture and Arts
Reference:	22/109993
Closing Date:	Monday 1 August 2022
Salary:	£21,686 - £24,174 per annum.
Anticipated Interview Date:	Wednesday 17 August 2022
Duration:	Fixed Term until 30 April 2023

JOB PURPOSE:

QFT Young Audiences Coordinator will work with the QFT team to build young audiences (18-30) for the cinema's programme. This is an exciting role for someone with a passion for film, experience with social media marketing and event delivery and enthusiasm for developing audiences.

Working with the QFT Team and young people, under the LUMI brand, you will continue to develop the LUMI membership scheme and young programmer scheme. Through these two schemes and a range of internal and external partnerships, you'll help ensure QFT is a vibrant place, with a space for young people and their voices.

This role is funded for this period, supported by British Film Institute.

MAJOR DUTIES:

1. Work closely with the QFT team to develop LUMI membership, activity and marketing.
2. Be responsible for all liaisons with external suppliers and designers to execute design, print and delivery of marketing assets and materials to promote young audience activity.
3. Manage the LUMI Programmers Scheme including working in partnership with Into Film, Cinemagic and Nerve Centre to ensure QFT's scheme is networked effectively and young people are offered all available opportunities.
4. Responsible for working closely with QFT team and Film Hub NI to drive the efficient and effective running, delivery and evaluation of the LUMI membership scheme.
5. Host events in front of public audiences and oversee events delivered by young people as part of project activity. Give film introductions, write copy and lead public discussions as required.
6. In conjunction with QFT Front of House team develop and deliver events to attract young audiences, using both the cinema and foyer space as appropriate. To potentially include events promoted as part of 'freshers' weeks, quizzes, games night, short film night.
7. Establishing partnerships to recruit to LUMI membership scheme, driving awareness and accessing additional membership benefits whenever possible. Work with the Business Development team to identify key sponsorship opportunities for the scheme.
8. Responsible for the delivery of agreed social media strategies and the growth in social network presence for LUMI activity. Platforms include Facebook, YouTube, Twitter, Instagram, QFTPlayer.
9. Work with the Programme Coordinator to introduce and embed targeted LUMI programme moments into QFT's programme, highlighting key titles, inviting guests and producing events to drive engagement from this audience.
10. To collate, analyse and present young audiences information for stakeholder KPI reporting requirements through detailed record keeping, providing regular updates to Head of QFT and Marketing Co-ordinator.
11. Prepare informal and formal reports on project progress, audience demographics and budget performance, and present to the Marketing Coordinator, Head of QFT and Film Hub NI team as required.

ESSENTIAL CRITERIA:

1. 5 GCSEs at Grade C or above (or equivalent) including English and Maths or NVQ Level 2 Administration.

2. 2 years relevant experience in marketing or audience development to include:
 - Social media marketing.
 - Events management.
3. Demonstrable interest in film, arts and cultural industries.
4. IT Literacy and ability to use a range of computer packages.
5. Good numeracy skills.
6. Excellent written and verbal communication skills.
7. Ability to provide effective service, including customer service, to require quality standards.
8. Able to work effectively under pressure.
9. Self-motivated and able to work on own initiative.
10. Ability to work as part of a team.
11. Flexible, willing to adapt to new tasks and duties.
12. Work will be required infrequently outside of normal office hours and may include some UK travel.

DESIRABLE CRITERIA:

1. Higher education qualification in Film or Marketing.
2. Experience developing and delivering audience development projects.
3. Experience working in young audience development.
4. Demonstrable interest in engaging young people in the arts.