

## Candidate Information

<b>Position:</b>	Spotlight Project Facilitator (Newry and Mourne)
<b>School/Department:</b>	Eventus and Culture and Arts
<b>Reference:</b>	23/111316
<b>Closing Date:</b>	Monday 16 October 2023
<b>Salary:</b>	£25,641 - £28,539 per annum pro rata
<b>Anticipated Interview Date:</b>	Friday 27 October 2023
<b>Duration:</b>	Fixed term for 28 months

### JOB PURPOSE:

Over 28 months (2023 to 2026), the Spotlight project will facilitate new film exhibition activity and build confidence/capability amongst current and new exhibitors.

The main purpose of this role is to build relationships with existing and emerging cinemas and community cinema groups across the Newry and Mourne area - to support and sustain them, and (where appropriate) to directly deliver cinema screenings.

The post holder will provide a range of practical interventions that will boost the confidence and capacity of local cinemas/community groups and equip them with new skills and knowledge to enable them to offer a sustainable programme of cinema screenings over the project period and into the future.

This post is funded through with the support of the BFI Film Audience Network, awarding funds from the National Lottery.

Whilst this role is not based on a specific QUB site, it will require a level of flexibility in terms of work location to meet business needs, with the primary focus being on delivering work in the Newry and Mourne area. Film Hub NI is based at Queen's Film Theatre in Belfast and the post will have access to all relevant facilities when needed.

### MAJOR DUTIES:

1. Work with Film Hub NI and Newcastle Community Cinema to develop a local network of cinema venues and community cinemas across Newry and Mourne as well as developing new external partnerships to raise awareness of SPOTLIGHT activity, recruit to the network and encourage cinema screening activity. Develop and maintain contacts with the wider BFI FAN network and the SPOTLIGHT network across the UK.
2. Undertake an audit of the current cinema screening landscape in Newry and Mourne (by scoping the exiting provision through meetings with partners and desk research) to establish appropriate objectives/benchmarks/priorities for the project. Maintain an awareness of trends in cinema screening activity and review and update as appropriate.
3. To put in place a programme of cinema screening activity for the funding period, initially in the first year.
4. Host events in front of public audiences and oversee events as part of project activity. Give film introductions, write copy and lead public discussions as required.
5. Work with the wider Film Hub NI network, NCC and local partners to nurture relationships with local community cinema partners and other key community groups or ambassadors.
6. Coordinate expenditure of Spotlight budget to ensure that funding is allocated appropriately and in agreement with FHNI Manager.
7. Responsible for the delivery of agreed social media and marketing strategies and the growth in social network presence for SPOTLIGHT activity utilising Film Hub NI and NCC platforms.
8. Undertake regular and accurate reporting on SPOTLIGHT activity throughout the project to FHNI Manager and Spotlight Management Panel. Use understanding of the University's processes and systems to collate and analyse information, evaluate processes, data and/or calculations and present results accurately.

9. Where appropriate, raise the profile of the economic, cultural and wellbeing benefits of cinema exhibition to local authorities, community organisations and others by disseminating relevant research, presenting when appropriate in specific forums, either informal or formal.
10. Undertake any other duties as reasonably requested by management.

**ESSENTIAL CRITERIA:**

1. 5 GCSEs at Grade C or above (or equivalent) including English and Maths or NVQ Level 2 Administration.
2. Relevant experience in event delivery, marketing or audience development to include:
  - Social media marketing.
  - Events management.
  - Experience of outreach in a community setting.
3. Demonstrable interest in film, arts and cultural industries.
4. Able to use digital tools and platforms for admin and communication.
5. Good numeracy and literacy skills.
6. Excellent written and verbal communication skills.
7. Ability to present to large audiences in a confident manner.
8. Ability to provide effective service, including customer service, to require quality standards.
9. Able to work effectively under pressure.
10. Self-motivated and able to work on own initiative.
11. Ability to work as part of a team.
12. Flexible, willing to adapt to new tasks and duties.
13. Work will be required infrequently outside of normal office hours.
14. Valid UK Driving license and own car is essential.
15. Travel around the Newry and Mourne region as well as across QUB site will be expected.

**DESIRABLE CRITERIA:**

1. At least NVQ Level 3 in relevant subject area.
2. Experience developing and delivering audience development projects.
3. Experience of working on and developing cinema or arts projects and events.
4. Experience working in Film audience development.
5. Demonstrable interest in engaging rural communities in the arts and cinema.
6. An understanding of and commitment to equal opportunities and making culture accessible to all.
7. Strong administrative and organisational skills.