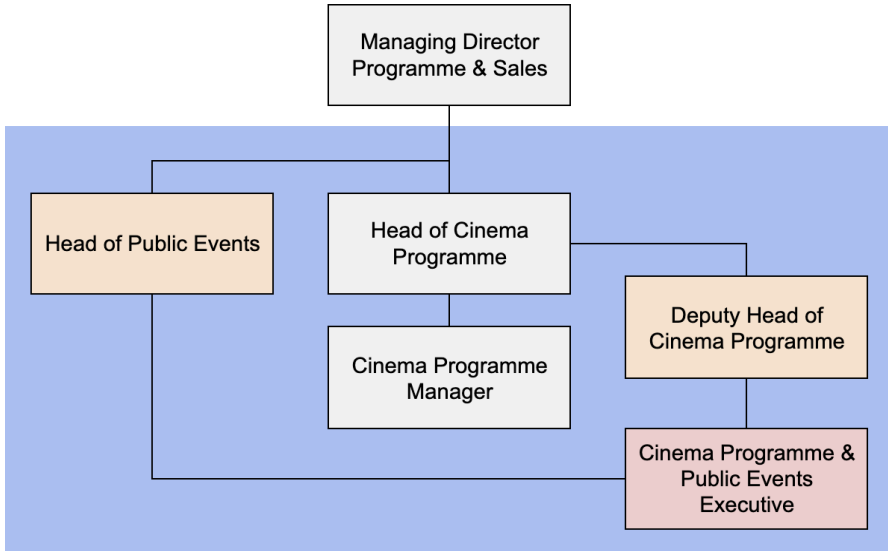


CURZON

Job Title:	Cinema Programme & Public Events Executive
Reports to:	Deputy Head of Cinema Programme (primary, cinema programme), Head of Public Events (public events)
Direct reports:	N.A.
Organisation Chart  <pre>graph TD; MD[Managing Director Programme & Sales] --> HPE[Head of Public Events]; MD --> HCP[Head of Cinema Programme]; HCP --> CPM[Cinema Programme Manager]; HCP --> DCP[Deputy Head of Cinema Programme]; DCP --> CPEE[Cinema Programme & Public Events Executive]; HPE --> CPEE;</pre>	
Purpose of role: <p>We are inviting applications for the full-time role of Cinema Programme & Public Events Executive, to join the Curzon head office team. This is a new role that sits within the Curzon Cinema programme team, with responsibilities shared across film programming and public events. Primarily intended to provide administrative, analytical and general support to the team, the role also includes junior film programming responsibilities and the opportunity to gain experience in the creation and coordination of public events that include Q&As, festivals and live event cinema. It's a fantastic opportunity to take up an important role in the team that curates the programme across Curzon's estate of cinemas in London and across the UK, including Curzon Partner venues, for whom we provide 3rd party programming services.</p>	
Main responsibilities: <p>Cinema Programme (reporting into Deputy Head of Cinema Programme)</p> <ul style="list-style-type: none">• Support with film scheduling in close communication with Cinema teams; secure schedule approvals via senior programmers and Operations teams.• Support with the coordination of our Community Screenings, promoting accessibility within the film programme in line with agreed policies.	

- Support with the maintenance of the Programming Bible (ensuring it is populated with all pertinent release info) for the benefit of the Board, Programming, Marketing and Cinema teams.
- Support the Programming and Public Events teams by sourcing film rights, licences, prints, processing bookings and arranging transport for film seasons and repertory content.
- Provide administrative support with the programming and development of Curzon Partners, including schedules, reports and proposals.
- Support programming decisions (forecasting, planning and negotiation) with reports and analysis when required, including using box office data systems, e.g. IBOE, Vista, InfoWorks and Box Office Mojo (U.S.).
- Support the Accounts team with film rental and print transport queries.
- Act as a conduit between the Programming and Cinema teams.
- Work closely with the Technology team, and third parties to escalate and resolve issues in the most efficient manner.
- Support the maintenance and upkeep of the Vista box office and scheduling system, including entering film records, contracts, terms and distributors.
- Coordinate and disseminate weekly trailer planner, including specific instructions to cinemas, in communication with Marketing and senior programmers.
- Support our technical management team with distributor chase-ups in regard to print transport DCPs, KDMs, trailers), and our cinema and marketing teams with promotions materials and POS delivery, including managing cost-effective film 'crossover' schedules, when required, and escalating missing content to ensure that all films are delivered in a timely manner.
- Support with the maintenance of festival and exhibitor screening calendars.
- Fulfil film and entertainment licensing obligations.
- When required, reply to internal, customer or B2B queries regarding the film programme, providing the highest level of customer service when handling external enquiries.
- Attend screenings, write film feedback reports, synopses and loglines.

Public Events (reporting into Head of Public Events)

- Act as central contact for public events at Curzon for distributors, film festivals and publicists.
- Chase or ordering DCPs, KDMs, holding slides and other media for public events and screenings.
- Make arrangements for talent.
- Book technical rehearsals.
- Facilitate other ad hoc requirements (e.g. DJs, step & repeat, filming/audio recording, security access etc).
- Manage public events, either assisting the Head of Public Events or in their absence.
- Maintain administrative systems and communication to all internal team members: programmers, marketing, publicity, cinema managers and projectionists.

Skills and knowledge required to perform role:

Essential

- At least of the the following:
 - At least one year's experience in: a film programming or festival role; or working in a Curzon cinema or similar cinema.
 - A higher education qualification in a film-related subject.

- Excellent literacy, numeracy and IT skills, including Google Drive apps and demonstrable feel for the analysis of data.
- Experience of copywriting/excellent written communication.
- Curzon brand awareness.
- Extensive knowledge of and passion for a broad range of contemporary films and cinema history.
- The balance of commercial and critical acumen.
- Willingness to develop knowledge of the specific identity of each Curzon venue and Curzon film releases.
- Self-motivated, professional and well-organised.
- Excellent time management skills.
- Meticulous attention to detail.

Desirable

- Operational understanding of cinemas.
- Negotiation skills.
- Familiarity with Comscore and box office data/systems.