

Exeter Phoenix – Digital Programme Coordinator

Job description

Post: Digital Programme Coordinator

Accountable to: Digital & Film Manager

Hours: Part time (33.5 hours - approx 4.5 days a week)

Overview

The role of Digital Programme Coordinator principally covers the development, administration and delivery of a busy programme of training courses, film commissions, digital/film education, artist support and kit hire, events and screenings in Studio 74. This role supports the vision of the Digital & Film Manager and works closely with the Film Programmer.

This position requires previous experience in a comparable post or freelance capacity and a keen interest in making film and digital media accessible to all. It will require a flexible approach, as will have to work some evening and weekend as necessary.

Main duties and responsibilities

- Develop a contemporary and dynamic programme of courses, one-to-one sessions and bespoke training to be offered by Exeter Phoenix Digital that reflects the current technological landscape. This involves supporting the Digital & Film Manager in recruitment of tutors, working with tutors, workshop leaders and enquiries in a professional, efficient and courteous manner. You will be required to analyse audience and market data to feed public responses into workshop programming and ensure the education offer provides for a range of target audience and special interest groups.
- Respond to the film programme to design and implement film education provision, to include specialised film screenings, talks and discussion events working closely with the technical team, front of house, box office and marketing department. This will involve the facilitation of discussions and working with guest speakers, visitors and audiences.
- To programme short films to be screened in Studio 74.
- Research and develop work experience opportunities.
- Deal with external hires of Digital workshop training space.
- Develop and implement digital festivals, events and exhibitions.

- To assist the Digital Media Manager in maintenance, upkeep and hire of equipment, studios and common spaces.
- Coordinate and oversee the delivery of Exeter Phoenix Digital's new commissions for pre-feature exhibition in new cinema space. Review applications and coordinate steering group panel for selection, interview and allocation of bursary commissions. Act as first point of contact for all parties throughout the process and manage artist and filmmaker contracts and payments in line with the commission schemes.
- Work regularly with the artists and filmmakers to ensure deadlines are met, and a regular level of support is offered. Provide progress and artistic feedback on commissions throughout.
- Oversee the coordination of current/future projects and partnerships; ensure a consistent and professional delivery inline with the original proposals and that all relevant consent forms are filled in by participants.
- Formulate and execute distribution strategy of in house productions post festival. Work closely with Studio 74 Programmer to utilise networks developed at hub meetings and festival visits.
- Contribute to Digital Department Programming meetings to coordinate provision of Studio 74 & Film Production Resource. Be point of contact for emerging filmmakers seeking exhibition opportunities at Studio 74 and programme screening events that support new filmmakers literacy and competency.
- Research potential for further commissioning projects and production funding opportunities and report to Digital & Film Manager to formulate relevant applications & development of provision.
- To regularly post news and opportunities on Exeter Phoenix Digital's Facebook and Social Media.
- Write copy for film/art/digital event marketing materials and work closely with marketing team.
- To represent Exeter Phoenix Digital at Creative Hub meetings. Design and implement Digital dept Creative Hub socials.
- To maintain and where necessary establish administration systems for Exeter Phoenix Digital, including financial, fees and expenditures, correspondence, contracts for hiring of equipment.
- To keep and maintain database of existing and potential customers, users and partnership industry contacts.
- To respond to incoming enquiries relating to projects, services and equipment hire.

Essential qualities

Previous relevant experience

- Degree or equivalent experience in Film/Media/Visual Arts or a related field.
- An interest in and understanding of Film and or Digital Media.
- Ability to work on own initiative and within a small team.
- Excellent interpersonal skills.
- Excellent organisation skills and ability to work in an efficient, confident, tactful and discreet manner.
- An interest / understanding in short films.
- To be enthusiastic in sharing skills and working with people of mixed abilities.
- Adaptable, resourceful and flexible, responding to tight deadlines and working well under pressure.
- Good organisational skills – ability to plan ahead and delegate as required.
- Experience of facilitating discussions.
- IT skills in Microsoft Office (or similar).
- Willing and able to work occasional evening and weekend hours.
- Excellent written skills.
- Experience of managing budgets.

Desirable Qualities

- Understanding of film festival submission processes.
- Interest in or knowledge of alternative cinema and artists moving image.
- Experience working in a front line customer service role.
- Knowledge of editing software.
- Knowledge of filmmaking and multimedia production with specific understanding of Digital Media equipment.
- Knowledge of educational systems and training processes.

Salary

The salary is £17,000 - £19,000/annum pro rata dependent on experience.

Hours

This is a part-time position (33.5 hours - approx 4.5 days a week). No overtime is paid (additional hours negotiated with time off in lieu). Applicants will be expected to work at least 1 - 2 evening per month.

Holiday

Holiday entitlement - 24 days p.a. pro rata