

## THE INSTITUTE OF CONTEMPORARY ARTS (ICA)

### JOB DESCRIPTION

Job title: Film Festival & Distribution Coordinator

Reporting to: Curator, Cinema and Film

Department: Curatorial

Contract: 1 Year Term (January 2019- Dec 2019)

Hours: Part time, 24 hours a week with an increase to full time, 40 hours a week closer to the festival in May 2019 (includes occasional evening and weekend work as required)

Salary: c.£22,000 per annum pro rata depending on experience

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*We encourage applications from all backgrounds, communities and industries, and we are committed to having a team that is made up of diverse skills, experiences and abilities. We particularly encourage applications from disabled people and people from black, Asian and minority ethnic backgrounds, as these groups are currently under-represented in the cultural sector. We are committed to equality and diversity within our workforce and all opportunities provided by the ICA.*

*Whilst some of our offices have barriers to access, we are taking steps to resolve these, and in the meantime continue to encourage interest from applicants who require reasonable adjustments within the workplace.*

### PURPOSE OF THE POST

The Film Festival Coordinator is responsible for supporting the Curator, Cinema and Film and working alongside the Film Programme Coordinator in the development, planning and delivery of the FRAMES of REPRESENTATION (FoR) film festival and related distribution operations following the film festival. The role also supports the Consortium of the Humanities and the Arts South-east England network (CHASE) in the delivery of an events programme that accompanies the festival and subsequent distribution of films, as a central aspect of the partnership between the ICA and CHASE.

The ICA CINEMA delivers a world-class programme of films and national theatrical releases, creating a unique space for discussion and debate. Through premieres, festivals and curated seasons, this programme brings to screen new voices, discoveries and experimentation. This Film Festival & Distribution Coordinator role is an exciting opportunity to contribute to a programme that encompasses significant film and moving image developments, while acknowledging historical works and filmmakers from the margins of traditional cinema.

## KEY TASKS AND RESPONSIBILITIES

- Work on the delivery of the FoR film festival and accompanying Work in Progress section from January to May 2019
- From June to December 2019, assisting with the distribution of films presented at FoR and researching films to be presented at FoR 2020.
- Managing logistical arrangements for events and screenings taking place as part of FoR 2019.
- Act as single point of contact for external speakers, filmmakers, distributors, partners, venues, film festivals and sales agents to ensure the smooth running of all FoR events including managing the schedule and travel arrangements for visiting speakers and filmmakers.
- Liaise with the Projection, Technical and other ICA Teams to ensure smooth running of FoR 2019 screenings and events.
- Locate prints and rights holders, to book films with distributors and to negotiate terms for screenings
- Manage the DCP shipments for FoR 2019 films and the overall festival print coordination.
- Plan and deliver the panel discussions and Q&A's that accompany the screenings.
- Support ICA/FoR distribution efforts including assisting with collating stills, film posters, film trailers and all marketing material needed.
- Supporting all social media activities, newsletters and outreach campaigns initiated by the ICA Communications team around the FoR 2019 festival, including the collating of all relevant marketing materials.
- Coordinating the production of texts for the festival booklet.
- Generate reports to monitor performance on footfall and ticketing of FoR related distributed titles.
- Manage the financial paperwork and make sure that all FoR invoices from rights holders and guest speakers are correct and passed on to the Finance team for payment in a timely manner.
- Review invoices for FoR film rental and shipping for accurate accounting and payment.
- Send weekly box office reports to sales agents in relation to FoR distributed titles.

## PERSON SPECIFICATION

### Essential Criteria

- Experience of working with film and cinema and the planning, delivery and programming of a film festival.
- A strong background in and knowledge of film and cinema, with a strong focus and passion for nonfiction cinema.
- Experience of managing a wide range of film related activities and the ability to prioritise and meet conflicting deadlines.
- Excellent interpersonal skills with a flexible and positive attitude.
- Excellent communication skills with the ability to draft and edit copy.
- A team player with the ability to take initiative and work independently.
- Proactive, strategic & creative.
- Strong IT skills and competency in all Microsoft Office applications.

#### Desirable Criteria

- Availability to work flexible hours including evenings and weekends as appropriate.
- A proven interest and awareness of the ICA programme.
- Multilingual.

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department and the ICA.*

*Job descriptions are reviewed regularly and at least prior to the annual appraisal, if applicable to ensure they are an accurate representation of the post.*