

# INSTITUTE OF CONTEMPORARY ARTS

## Job Description

**Job Title:** Assistant Curator, Cinema (Programming, Coordination and Delivery)

**Salary:** £32,000

**Department:** Cinema

**Contract:** Permanent, full-time

**Location:** London

**Deadline for application:** 5th June 2026, 5pm

## About the ICA

The Institute of Contemporary Arts is a leading multi-arts centre in the heart of London, overlooking St James's Park. With an iconic history as an incubator for artistic talent – from Amy Winehouse and Stormzy to Basquiat, Damien Hirst and Lubaina Himid – the ICA has long been at the forefront of contemporary culture.

Housed in a magnificent Georgian Grade I listed building with a public entrance on The Mall, the ICA offers a diverse range of hireable spaces, including private rooms, cinemas, a gallery, bar, and a theatre/live music venue. Our spaces host a wide variety of events, from films, photoshoots and weddings to corporate receptions, dinners and full venue takeovers.

## About the role

The ICA cinema programme is a core part of the Artistic Programme, providing a context for discovery, debate and sustained engagement with film and moving image culture. The Assistant Curator, Cinema supports the Curator, Cinema in the planning, delivery and coordination of ICA Cinema's programme, including Off-Circuit and Long Takes, a proportionate programme of new releases, and partnership-led programmes with guest curators and external organisations. This is a delivery-focused role with clear development potential.

The post-holder will build increasing responsibility in curatorial authorship, rights negotiation, stakeholder management, partnership delivery, and commissioning and editing texts.

# INSTITUTE OF CONTEMPORARY ARTS

## Duties and Responsibilities

Partnerships and stakeholder support:

- Support delivery of the ICA Cinema programme, partnership-led programmes and guest-curated projects, including scheduling, communications coordination, materials, guest liaison and on-the-ground delivery.
- Support stakeholder relationships through clear coordination, communication and delivery, escalating issues appropriately.
- Attend occasional events representing ICA Cinema and its programme, including partnership activities and sector events as required.

Audience, guest and filmmaker experience:

- Support the delivery of a consistently high-quality audience, guest and filmmaker experience through clear briefings, hospitality coordination, timings and front-of-house liaison.
- Support introductions and Q&As as agreed, contributing to a confident and welcoming public programme tone.

Programme coordination and delivery:

- Coordinate the delivery of screenings and events across the cinemas, acting as the main point of contact between Front of House, Projection, the Cinema team and external partners.
- Coordinate weekly operational processes including holdovers, scheduling, and cross-team communication, supporting effective Spektrix and Artifax workflows.
- Track film materials, poster deliveries and technical requirements in collaboration with Projection and Comms, helping ensure the programme is presented to a high standard.
- Maintain website film pages, ensuring listings are accurate, up to date and complete, and coordinating corrections quickly when needed.
- Coordinate the cinema on-sale process, including inputting screenings into Spektrix and ensuring website information is accurate and complete.
- Support the communications workflow by drafting, editing and coordinating copy as agreed, and monitoring online communications related to the film programme.
- Create and coordinate promotional assets as required (for example cinema holding slides, trailers and social media assets), working to agreed templates and brand standards.

Reporting, administration and finance processes:

- Generate reporting on programme performance, including per-event attendance and ticketing performance, supporting evidence-based planning.
- Process invoices and manage box office returns to distributors, ensuring accuracy, timely completion and appropriate documentation.
- Maintain accurate records of fees, guarantees and settlements, escalating issues and discrepancies as required.

ICA Cinema Distribution:

- Support ICA CINEMA Distribution activity on a day-to-day basis as agreed, including coordination of bookings and materials, delivery requirements, reporting and administration, under the strategic oversight of the Curator, Cinema.

*This is not, however, an exhaustive list of duties and the ICA's management may, at any time, allocate other tasks which are of a similar nature or level.*

## About You

### Essential:

- Experience working with film and cinema, including programme coordination and delivery, festival programming and/or film distribution support.
- Strong knowledge of film and cinema, with a strong interest in non-fiction cinema and marginal film histories.
- Experience coordinating complex activity across multiple stakeholders, with the ability to prioritise and meet conflicting deadlines.
- Excellent interpersonal skills and a professional, positive and collaborative working style.
- Excellent communication skills, including the ability to draft and edit copy.
- Strong IT skills and competency in Microsoft Office applications.
- Availability to work flexible hours including evenings and weekends as appropriate.
- Ability to take initiative and work independently, with sound judgement about when to escalate decisions.

### Desirable:

- Proven interest and awareness of the ICA's wider programme.
- Experience working within an institutional arts context.
- Familiarity with relevant cinema systems and workflows, including Moss and Zero, Spektrix and Artifax (or equivalent).

### Why Join Us?

This is an exciting opportunity to be part of a historic and forward-thinking cultural institution, contributing directly to its commercial sustainability while working in a unique and prestigious setting.

To apply, please share details of your CV and cover letter to [jobs@ica.art](mailto:jobs@ica.art)