

Job Description

| | |
|----------------------|--|
| JOB TITLE: | Film Programmer (part time, 3.5 days per week) |
| LOCATION: | London, NW3 (occasional travel required) |
| REPORTING TO: | Head of Arts and Culture |
| ANNUAL LEAVE: | 20 days plus statutory and Jewish holidays (pro rata) |

ABOUT JW3:

JW3 is a non-profit Jewish Community Centre based in London NW3, open to all, regardless of race, religion, belief, gender, sexuality, ability or age. We opened our doors in October 2013 and currently receive over 200,000 visits each year to our purpose-built centre that houses a Cinema, Restaurant, Bar, Café, Nursery, and over a dozen spaces where a year-round programme of over 6,000 activities takes place, including adult education, language classes, theatre, music performances, youth programmes, after-school activities, food & drink workshops and demonstrations, parties, ‘big name’ talks and debates, films, family programmes and more. We are a registered charity and a company limited by guarantee.

Our Vision is of a vibrant, diverse, unified British-Jewish community, inspired by and engaged with Jewish arts, culture, learning and life.

Our Mission is to:

- *Create outstanding events, activities, classes and courses – the diversity of which reflects the diversity of our community;*
- *Offer multiple entry points into Jewish life, culture and community for the widest possible range of people regardless of age, background or belief;*
- *Increase the quality, variety and volume of Jewish conversation in London and beyond.*

JW3 has a 62-seater cinema within the community centre which shows 15-20 public film screenings per week, comprising a mixture of new releases, Jewish cinema, festival screenings and specially curated events. Additionally we have a 270-seater auditorium in which Live Arts and festival and other ad-hoc screenings and film events can be programmed. JW3 is part of Film Hub London, a network of eight independent cinemas in London committed to showing the very best non-mainstream cinema.

PURPOSE OF ROLE:

To manage JW3’s year-round Cinema and film programme, curating a monthly programme of film screenings and events to audiences of all age groups.

Working as part of the Arts & Culture Programming Team, you will ensure that JW3’s film programme is attractive, diverse, and of the highest quality, reflecting our vision, mission and values. You will take responsibility for programming the JW3 Cinema and other film-related events and projects. You will contribute to JW3 in-house festivals, and work with key stakeholders and partner organisations on the successful delivery of independent film festivals at JW3.

SPECIFIC RESPONSIBILITIES & DUTIES:

1. Development and Delivery of Programme

- Work with distributors and a range of external film partners to programme our regular year-round cinema programme, 6-7 days per week, catering for the needs of JW3’s diverse users and target audiences).
- Programme regular Live Arts screenings and develop our offer in this area (currently around 5 screenings per month)
- Programme a selection of screenings and related events for external film festivals and in-house

cross-arts festivals.

- Curate events in the context of the overall JW3 programme that reflect the Centre's vision, values and ambition. These will include flagship programmes that enhance the Centre's reputation.
- Be present at key events that you have planned, including occasional presenting/facilitating where appropriate.
- Ensure that all events are run in a safe and responsible manner. This will involve risk assessment for activities and events and ensuring that events comply with relevant JW3 policies, e.g. safeguarding, health and safety etc.
- Work with other JW3 programmers to contribute to wider programming for cross-team projects
- Work closely with the marketing department to create regular marketing material for the cinema, festivals and live arts programme; including the seasonal programme, monthly film planner and weekly emails.
- Plan the Cinema programme, related budgets and contracts in accordance with internal timetables, and regularly reconcile budgets.
- Draft and monitor delivery of partnership and third-party agreements.
- Work with the Finance Team and Box Office Manager to ensure invoices and box office reports are accurate and issued in a timely manner.
- Where appropriate, negotiate financial arrangements with organisations, artists and other contributors, within the guidelines set by the Programming Director, and ensure delivery is to agreed financial parameters.
- Ensure that all programme information is confirmed in advance to relevant colleagues so that the configuration of spaces, cleaning, security, catering, technical support, equipment requirements, front of house experience etc. are effectively managed for a positive experience for our visitors, audiences and volunteers.
- Supply all relevant financial, contractual and other data as requested by Programming Director, Finance Director or Programme Heads.

2. Programme Partners and Providers

- Build, develop and maintain relationships with key partners related to JW3's film programme. These currently include UK Jewish Film and SERET, as well as a wide range of distributors.
- Work with the Head of Arts & Culture Programming and Programme Director to identify, develop, negotiate and manage appropriate new partnerships for current and future activities.
- Manage the relationships with relevant programme providers and presenters e.g. speakers, performers, artists, companies etc.
- Help to establish JW3 as a desirable addition to the 'circuit' for film festivals, clubs and other related organisations
- Identify grant, foundation and trust funds to financially support programmes.

3. Audience Development, Engagement, Monitoring and Evaluation

- Work with the Arts & Culture Programme Team, the Director of Programme and Director of Marketing to build relationships with existing audiences to grow their loyalty and affiliation. Participate with colleagues in profiling new audiences and devising outreach and marketing campaigns to reach these audiences.
- Work with the Marketing Team to promote the JW3 Cinema and film programme to our existing and new audiences, including writing or providing copy for the effective promotion of all films and screenings.

4. Other Responsibilities

- Attend all relevant staff meetings, supervisions, training etc.
- Act as an ambassador/point of contact in the JW3 office including answering the telephone as needed.
- Protect and enhance the reputation of JW3, presenting the organisation in a professional manner to stakeholders.

- Act as an advocate for the impact of JW3's work where appropriate
- Undertake other reasonable duties as required by your line manager or member of the Senior Leadership Team.

REVIEW ARRANGEMENTS:

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

PERSON SPECIFICATION

All staff must wholeheartedly buy into JW3's mission, vision, values and guiding principles. A belief in the importance of inclusivity and working cross-communally, and a commitment to high quality Jewish engagement, arts and culture, and community-building is critical.

Essential Skills, Knowledge & Experience

- A demonstrable understanding of the film and cinema scene in the UK
- Experience of programming cinema and working with film distributors within a cinema venue
- Proven experience of programming successful film screenings, festivals, one-off events and series of themed events.
- Demonstrable understanding of how to creatively incorporate the Jewish calendar, Jewish themes and Jewish culture into film programming.
- Demonstrable appreciation of Jewish arts and culture and its ability to strengthen identity.
- Good knowledge and understanding of comparable institutions, arts and culture programmes or projects that work with JW3's audience profile.
- Track record of successful event management. Comfortable working under pressure, with multiple demands
- Successfully managed programme or project budgets.
- Knowledge of and experience in successfully building, developing and maintaining effective relationships with cultural organisations and individual providers (e.g. performers, facilitators, partner organisations etc.).
- Ability to work with team of colleagues in a collaborative way in an environment where work is shared in order to meet tight deadlines.
- Competency in the effective use of Word, Excel, Outlook, and databases.
- An understanding of the perspective of others, respond to needs and expectations and build effective working relationships
- Effective negotiating, influencing and persuasion skills.
- Demonstration of excellent verbal and written communications skills.
- Ability to work on own initiative and without direction. Ability to structure own time, use initiative, prioritise effectively to deliver on the key goals.

Desirable Skills, Knowledge, Experience

- Track record of planning and delivering cultural programmes and events for relevant target groups in a cultural venue or community organisation (e.g. a cinema, arts centre or festival, community centre, gallery, museum etc)
- Knowledge, experience and thoughtfulness in an engagement with Jewish culture.
- A relevant wide network of arts/film/cultural practitioners.
- Experience working with a wide range of audience types.
- Experience of working with volunteers.

Personal Qualities

We are looking for someone who:

- Is conscientious, passionate and articulate.
- Demonstrates positive leadership qualities.
- Demonstrates a genuine personal commitment to engaging with JW3's audience.
- Can demonstrate a commitment to and successful experience in building community.
- Has a proactive and flexible approach to work, including working in the evenings, weekends and Bank Holidays as required. NB: JW3 operates 15 hours per day for 6-7 days per week, Programmer roles are not 9-5 office roles.
- Has a natural ability to network effectively and form positive relationships.
- Has passion, drive, commitment and integrity.

Qualifications

- Preference will be given to those with relevant professional qualifications.