

JOB DESCRIPTION: PROGRAMME OFFICER

CONTEXT

Filmhouse (Edinburgh) Ltd. is the new company (with charitable status) that will run the re-opened Filmhouse cinema as an independent entity; this represents the start-up of a new organisation (distinct from the entity that ran Filmhouse on the same site from 1979–2022).

Prior to opening, the organisation's staff will be recruited in stages as appropriate to the timing of a launch campaign > soft launch > full opening.

Filmhouse is regarded as a key cultural institution in the City of Edinburgh and as such is funded by the City of Edinburgh Council (CEC) (primarily to deliver a learning and engagement programme) and by Screen Scotland/Creative Scotland via Multi-Year Funding.

Our vision is for Filmhouse to be a world class cultural cinema for Scotland's cultural capital, contributing to the common good by connecting people with the full diversity of cinematic forms and cultures.

Our purpose is to connect people with film as a life-enriching art form and leisure activity by curating and presenting a highly diverse and culturally inclusive public programme of films and events, and through formal and informal learning and outreach. As a hub for cinema, we offer an anchor for Edinburgh's and Scotland's film culture by providing a home for film lovers and the film-curious; by enabling like-minded partners, and an array of film festivals; and by showcasing work by local filmmakers and students as well as developing and maintaining specialist professional skills and infrastructure. Filmhouse brings value to the community by being a space where people can connect with one another through shared experience of film, in a setting that is financially accessible for audiences.

After significant progress in fundraising and planning, we are now about to begin a major renovation of the premises at 88 Lothian Road, with a view to re-opening the cinema in June 2025.

Job Title: Programme Officer

Salary: £13,500K *per annum*, being a pro rate on the basis of 2.5 days per week.

Hours: Part time, including daytime, evening and weekend work as required for the proper performance of the role. Normal hours of work will be 18.75 per week with a daily unpaid lunch break of 30 minutes.

Leave: 15.5 days each year including bank and public holidays, which can be taken at any point.

Based at: Filmhouse, 88 Lothian Road, Edinburgh, EH3 9BZ

All staff are to be based on site as the norm.

Reports and Relationships.

Reporting to: Programme Manager (line manager)

Responsible for line management of: None

Direct relationship: Programme Director, Learning & Engagement Officer

Functional relationships with: Cinema Manager, Technical Manager, Marketing Manager.

Informative relationship with other managers and staff.

Job Summary.

This is an exciting opportunity to become a central part of the creative team at Filmhouse, which is reopening in June 2025 and aspires to be a world class cultural cinema for Scotland's capital. Delivering a wide range of first run, repertory, festival and partnership programming across four screens, the Programme Officer will work closely with the Programme Manager and will play a vital role in implementing all of Filmhouse's film programming initiatives. This will include: research; booking; planning; scheduling; managing relationships with external Programme Partners; technical coordination; and communicating all relevant information to other internal departments.

The Programme Officer will also play a role, when required, in assessing films for selection and designing programming initiatives alongside the Programme Manager and will work closely with other programme colleagues including the Learning and Engagement Officer.

Purpose of role.

To ensure successful programming outcomes from schedule to screen, thus:

- support the Programme Director and Programme Manager in the delivery of all planned programmes;
- make sure all required elements for upcoming programmes are in place and understood by other relevant staff;
- advise, and maintain positive relationships with, external existing Programme Partners and be open to developing/nurturing new ones;
- maintain positive relationships with suppliers, principally UK Film Distributors;
- keep abreast of new release cinema and be aware of box office trends.

To support business health, thus:

- be ever aware of maximising film schedules for income, including judicious use of 'holdovers';
- help develop audiences by playing a role in generating ideas for positive, compelling programming initiatives;
- get the best deal when negotiating film rights etc. with, primarily, non-UK distributors and sales agents;
- where possible, schedule the screens in a way that encourages customer use of Filmhouse Café-bar.

Responsibilities.

- To research rights and print sources for films we wish to screen.
- To schedule screenings when required, including holdovers on a Monday morning.
- To negotiate terms and book films for our various programmes, in consultation with senior team members.

- To work closely with a number of external programme partners regarding the development of their festivals or other events and manage and maintain the ongoing relationship with them, including post-event financial reconciliation.
- In consultation with senior staff and when appropriate, look to create relationships with new external programme partners.
- To consult with other staff and teams, including core department heads plus technical and front of house teams, to ensure that our planned programming is achievable.
- To coordinate the transportation of screening materials to and from Filmhouse or other places when necessary.
- To view prospective titles (when required) for our programmes and communicate assessments of them to the Programme Manager and Director of Programming.
- To liaise closely with the other teams' staff and senior programming staff to ensure that everything runs smoothly at all stages of the programme planning workflow, and to find solutions to any problems that arise.
- To deputise for the Programme Manager when appropriate, for example, in meetings with other departments.
- To support the department in the training, guidance, organisation and support of other staff.
- To build and maintain open and fluid lines of communication with staff throughout Filmhouse, and with other venues and partners whenever needed.
- To debrief, reflect and report on completed projects and operations with a view to aiding operational improvements.
- To build and maintain relationships with external suppliers such as distributors, sales agents, filmmakers, transport companies, technical companies, etc.
- To ensure that the relevant database platforms are accurately and promptly completed, so that operational information flows smoothly to other teams, and so that we have a record of key details for future.
- To liaise closely with technical and front of house teams, plus other staff where needed, to ensure that everyone has what they need to execute the screenings and events on the day.
- To plan and coordinate the implementation of live events.
- To proofread publications such as programme brochures, when necessary.
- To contribute ideas and selection advice to the wider Programming team, to pitch and develop ideas into workable projects when invited to do so by the Programme Director, and to see these through to completion, including any necessary presentation to the public.

Required Skills & Experience

Essential

- At least one year's experience in a film booking environment in a UK cinema.
- At least one year's experience using a cinema POS system.
- An interest in world cinema.
- Strong verbal and written communication skills.
- Experience of dealing with film distributors.
- A high degree of administrative skills and experience of managing multiple projects.
- Excellent attention to detail, including strong proofreading skills.
- Ability to calmly manage a high-volume workload while under pressure and work to tight deadlines.
- A strong commitment to the transformative power of cinema.
- A creative thinker when it comes to film and film programmes.

Desirable

- Experience of partnership working.
- Experience using INDY POS / Box Office System, and with generating box office and audience data reports.
- Experience of working in the arts and cultural sector.
- Experience with organising print transport, including international courier services.

Profile

- Strategic thinker.
- Collaborative.
- Strong advocate.
- Relationship builder.