

TYNESIDE

CINEMA

Executive Coordinator

We are looking for an Executive Coordinator to work cross-departmentally to ensure the smooth running of the organisation.

#MyTynesideCinema





ABOUT US

Tyneside Cinema is the North East's leading independent cinema and digital arts venue located in the heart of Newcastle upon Tyne where it provides a welcoming space for people from all walks of life to come together. Our venue offers four screens, displaying a vast programme of films from all over the world and three public bar, dining and café spaces which offer a place for film and food lovers to socialise.

Tyneside Cinema is a community, with film at the heart of everything we do. We believe in the power of film to facilitate empathy; as a way to challenge and transport us through the stories of lives we haven't led, into places we've never been. In the setting of our beautiful 1930's newsreel theatre, we hope to create a space that reflects this potential in film to engage and relate new ideas, experiences and stories.

ABOUT THE ROLE

To enable us to develop various areas of the business with administrative support to ensure the smooth running of the organisation, including conducting cross-departmental projects to improve efficiency and working practices. The Executive Coordinator will have the opportunity to work across the organisation, providing an insight into the day-to-day and strategic running of a cultural venue. This role would suit a highly organised individual interested in an opportunity to develop a multi-faceted overview of the inner workings of a charitable organisation.

ROLE ACCOUNTABILITIES

- Providing executive support to the Chief Executive Officer including calendar management, administration, travel booking and meeting coordination.
- Providing administrative support to the Board of Trustees including calendar management, organising papers and minute-taking.
- Communicating internally with department heads and board members and externally with key stakeholders to provide event, meeting and project support.
- Maintaining and updating organisational policies and procedures.
- Maintain and co-ordinate information about the wider cultural sector to ensure we are up to date with all relevant information to enable us to benchmark.
- Managing and maintaining office supplies.
- Providing managers with recruitment support, including the creation of job advertisements, liaison with candidates and interview booking.
- Managing the onboarding process for any new starters, including conducting reference and ID checks and liaising with managers to ensure key induction training is carried out.
- Supporting HR with administrative support, including managing sensitive employee data, ensuring records are accurate and up to date.
- Working with the events team to support on internal events, meetings and conferences.
- Assisting with special projects and initiatives.
- Supporting the development and implementation of data systems.
- Co-ordinating the in-house artist in residency programme.

ROLE DIMENSIONS

Title and Reporting Relationships

Position Title: Executive Coordinator

Reports to: Chief Executive Officer

Key Working Relationships

- Chief Executive Officer
- HR
- Events Manager
- Board of Trustees
- Finance Team
- Operations Team
- Hospitality Team

Working Hours and Pay

- Full Time (37.5 hours per week)
- £26,000

PERSON SPECIFICATION

Essential/Desirable Criteria

- Administration experience.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office management software.
- Interpersonal skills and relationship building.
- Organisational and time management skills.
- Attention to detail.
- Flexible and able to adapt to changing priorities.
- Solution-focused approach.
- Good problem solving.
- Ability to handle sensitive and confidential information with professionalism and integrity.
- Presentation and communication skills.
- Ability to work under own initiative to develop and deliver projects.
- Experience with HR information systems would be an advantage.

EMPLOYEE BENEFITS

We offer a great package of benefits to support your love of film and or venue, as well as training, support and opportunities to help you grow. Below is a list of some of the things you can expect as an employee of Tyneside Cinema:

- Cinema - unlimited free tickets for personal use // 12 additional complimentary tickets every 3 months for your friends/family.
- Hospitality - 50% off all food and soft drinks for personal consumption across the venue during your working day // 25% off all food and soft drinks at all other times for you and your friends/family when visiting together.
- Staff Screenings - the cinema hosts monthly staff screenings that all staff are encouraged to attend, mainly comprised of previews of new release titles due to be included in the cinema's upcoming programme.
- 33 days holiday per year inclusive of bank holidays.
- Enhanced company sick pay upon successful completion of probationary period.
- Hybrid working - dependent on role and working pattern.
- Access to an employee assistance programme providing a complete support network, expert advice and compassionate guidance 24/7.
- Trained mental health first aiders and health and wellbeing initiatives throughout the year.
- Free eye tests and flu vaccinations for all employees.



HOW TO APPLY

Important Dates	Closing Date: 26th July 2024
To Apply	<p>Please follow the link below to our application form below and send the following documents to joinus@tynesidecinema.co.uk.</p> <ol style="list-style-type: none">1.A CV.2.A Covering Letter of no more than one side of a4 explaining how your experience and skills meet the requirements of the person specification for this role found in the recruitment pack. <p>Apply Here</p>

Tyneside Cinema's goal is to promote a diverse and inclusive workplace and we are committed to building a team that reflects a wide variety of skills, perspectives and backgrounds.

We are an equal opportunities employer, hiring on merit and our business need. We encourage applications regardless of age, sex, gender identity, sexual orientation, gender reassignment, marital status, pregnancy, parenthood, religion or belief and disability.

If you require any reasonable adjustments in our recruitment process, please let us know.