

TYNESIDE

CINEMA

Cultural and Heritage Events Producer

Freelance, Fixed Term

We are looking for a freelance events producer to help us to deliver projects across all area of the organisation's activity.

[#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 produce and deliver a range of projects and events across all areas of the organisation's activity with the aim of increasing revenue and increasing the number and diversity of audiences.

ROLE ACCOUNTABILITIES

- Implement a targeted programme of experiences and events to meet the needs of our audiences, with a focus on increasing accessibility and relevance to a wider range of audiences.
- Work with the audience and events teams to coordinate and deliver a programme of events and experiences (e.g., comedy, spoken word, immersive film, drama) both on and off-site, reaching new audiences.
- Coordinate interactions between events and operations to ensure seamless delivery of events.
- Build a wide range of focus groups to encourage and develop a co-produced approach to our programme.
- Support Tyneside Cinema's development by building and maintaining strong stakeholder relationships and partnerships.
- Proactively seek further opportunities for the development and expansion of internal and external experience and events programmes, with support from the Culture and Heritage Coordinator.
- Maintain and report on project finances, monitoring and evaluating success against project outcomes.
- Support the Culture and Heritage Coordinator to ensure that all projects are adequately documented and captured for evaluation purposes.

ROLE DIMENSIONS

Title and Reporting Relationships

Position Title: Cultural and Heritage Events Producer

Reports to: Chief Executive Officer

Key Working Relationships

- Chief Executive Officer
- Culture and Heritage Coordinator
- Audience Team
- Events Manager

Working Hours and Fee

- Days Per Week: Variable dependent on experience
- Fee: £30,000 per annum, including travel and expenses
- Term: 12 Month, Fixed Term
- Funded by Heritage Lottery Fund

PERSON SPECIFICATION

Essential Criteria

- Proven track record in project management, particularly within cultural and creative events.
- Experience in budgeting, financial monitoring, and reporting.
- Experience in developing and maintaining relationships with a diverse range of stakeholders, including artists, funders, and community members.
- Experience in supporting fundraising activities and preparing reports for funders.
- Understanding of health and safety regulations and safeguarding best practices.
- Familiarity with current data protection legislation.
- Excellent written and verbal communication skills, with a high degree of accuracy and attention to detail.
- Strong IT skills and proficiency in using a range of online software and tools.
- Strong organisational skills with the ability to manage multiple projects simultaneously and meet deadlines.
- Negotiation skills and experience in the creation of contracts.
- Competence in creating and maintaining project risk assessments.

- Competence in handling and resolving complaints or issues in line with company policies.
- Ability to act as an ambassador for the organisation, promoting its values and work at events and meetings.
- A proactive and collaborative approach to work, with the ability to engage and motivate others.
- High levels of initiative, creativity, and problem-solving ability.
- Commitment to equal opportunities and an understanding of how to apply this in practice.

Desirable Criteria

- Experience in working within heritage, screen and film.
- Understanding of audience engagement and development.
- Familiarity with independent film, cinema and screen.
- An understanding of commercial viability of events.
- Ability to source and work with sustainable supply chains.

EMPLOYEE BENEFITS

We offer a great package of benefits to support your love of film and our venue, which will be extended to freelancers during their term of employment.

- 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
- 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.
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HOW TO APPLY

<p>Important Dates</p>	<p>Closing Date: 16th September 2024</p>
<p>To Apply</p>	<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. <u>A CV.</u> 2. <u>A Covering Letter</u> of no more than one side of a4 explaining <u>how your experience and skills meet the requirements of the person specification for this role found in the recruitment pack.</u> <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.