

# TYNESIDE

C I N E M A

# EVENTS COORDINATOR

We are seeking a proactive and highly organised Events Coordinator to provide exceptional administrative support across our events function. This role is central to support the events team with logistics and administration, and identifying opportunities to maximise revenue through efficient processes, upselling, and repeat custom.



# 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; an award-winning learning programme which creates space for young people and adults to develop their skills and gives artists space to practice their craft; 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

## Key Responsibilities

- Manage all administrative tasks related to event planning, bookings, and logistics.
- Maintain accurate and up-to-date event records, calendars, and client databases.
- Prepare event documentation in line with company standards (invoices, payments, check in).
- Coordinate internal communications between departments (sales, operations, kitchen and accounts) to ensure event delivery meets client expectations.
- Support the preparation and execution of booked events, helping run events where needed. This will be part of your rota and will be flexible on the needs of the business.
- Identify and promote opportunities for upselling additional services/spaces or upgrades to clients.
- Act as a first point of contact for client enquiries, ensuring prompt and professional responses.
- Build and maintain strong relationships with repeat clients and partners.
- Attend regular event meetings with all booking details prepared ready for the overview of the orderbook.
- Provide the best customer service for the event booking journey, ensuring all needs are met that are within our business capability

# SKILLS & EXPERIENCE

## Essential

- Experience working in events administration and delivery
- Commitment to delivering exceptional guest service with a passion for the hospitality industry
- Highly organised and efficient with excellent attention to detail and ability to multi-task
- Experience of working with IT systems on various platforms e.g. Microsoft Office - including Word, Excel and Teams (preferable)
- Able to work in a fast-paced and team-orientated environment
- Hands-on approach with a can-do work style
- Great interpersonal and teamwork skills
- Ability to remain composed, particularly during busy periods
- Strong written and verbal skills

## Desirable

- Experience using Design My Night or adjacent administration/systems
- Experience in hospitality service beneficial but not essential





## WORKING HOURS & SALARY

- Salary: from £26,000
- Hours: 37.5 hours per week (Full-Time)

## EMPLOYEE BENEFITS

We want to support your love for film and enable you to experience our amazing food and beverage venues.

### Cinema

- Unlimited free tickets for personal use
- 12 additional complimentary tickets every 3 months for your friends/family

### Hospitality

- Discounted food and soft drinks from the Bar Café and Vicolo

### Additional Benefits

- 33 days holiday per year inclusive of bank holidays.
- Enhanced company sick pay upon successful completion of probationary period.
- Access to an employee assistance programme
- Free eye tests and flu vaccinations for all employees.



# APPLICATIONS

## To Apply

Please email :

- a CV to [joinus@tynesidecinema.co.uk](mailto:joinus@tynesidecinema.co.uk)
- A cover letter or video introduction (optional)
- Complete the following application form:  
[Events Coordinator Application Form](#)

Deadline for applications: Thursday 20<sup>th</sup>  
November at 7:00pm

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.

We have also recently partnered with [Suitability](#) and [Smart Works](#) who can provide business attire free of charge to wear to your interview if needed.

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