

TYNESIDE

CINEMA

TALENT UNIT ADMINISTRATOR

FREELANCE - 2 DAYS PER WEEK

We are seeking an organised, detail-oriented Administrator to join the new Tyneside Cinema Talent Unit Team on a freelance basis. The role will support with logistics, access and the day-to-day running of the Talent Unit.



ABOUT US

Tyneside Cinema is the North East's leading independent cinema located in the heart of Newcastle upon Tyne where it provides a welcoming space for people from all walks of life to come together.

In 2026, the doors will open to the Tyneside Cinema Talent Unit housed within the Tyneside Cinema. This will offer unique talent development opportunities for young people aspiring to work within the screen & content industry in state-of-the-art facilities.

The Talent Unit Administrator will lead on the day-to-day operations of the Talent Unit, supporting with project management and planning, coordination and execution of the programmes. The role will ensure effective communication, record keeping and organisation between the programme, facilitators and young people. This will include maintaining and ensuring legal compliance with health and safety, safeguarding and data protection.

ABOUT THE ROLE

Key Responsibilities

- Administer project activities for outreach and programme activity, ensuring accurate record keeping, compliance and record keeping documentation.
- Monitoring and administering mandatory training.
- Writing contracts, providing onboarding activity and support with recruitment.
- Provide administrative support to the Programme Producer and Engagement Lead, including scheduling meetings, preparing materials, project management and maintaining calendars.
- Liaising with stakeholders, funders and partners where required.
- Maintain accurate contact lists, engagement databases and monitoring and evaluation.
- Serve as a point of contact for public enquiries, ensuring timely and professional responses.
- Ensure adherence to internal policies, legal regulations, and industry best practices within all Talent Unit-related operations.
- Assist in managing budgets for talent initiatives, including tracking expenses.
- Feed into any specific funding reporting, and share any required, relevant information with partners.
- Participate in training and seek ways to develop the role, in negotiation with the Talent Unit team.

SKILLS & EXPERIENCE

Essential

- Experience working in administration
- Understanding of compliance and systems required when working with young people
- Experience of working with IT systems on various platforms e.g. Microsoft Office - including Word, Excel and Teams (preferable)
- Solution-focused approach
- Able to work in a fast-paced and team-orientated environment
- Great interpersonal skills
- Ability to remain composed, particularly during busy periods
- Strong written and verbal skills

Desirable

- DBS Enhanced certificate
- Previous experience with booking and/or membership systems
- Previous experience working with budgets and payment handling
- Interest in film and youth engagement



WORKING HOURS & PAY

- Fee: £150 per day
- Hours: 2 days per week
- Location of work: Tyneside Cinema, 10 Pilgrim Street, Newcastle upon Tyne, NE1 6QG. Hybrid working available upon request.
- Contract length: 12 months
- Expected start date: January 2026

EMPLOYEE BENEFITS

We want to support your love for film and enable you to experience our amazing food and beverage venues while working within Tyneside Cinema.

- Unlimited free tickets for personal use
- 12 additional complimentary tickets every 3 months for your friends/family
- Discounted food and soft drinks from the Bar Café and Vicolo
- Free use of Talent Unit Facilities & Equipment

APPLICATIONS

To Apply

Please email :

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

Deadline for applications: Friday 19th December
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.

