

Job Description – Cinema Outreach Coordinator

Position: Cinema Outreach Coordinator (Freelance)

Fee: £2,700 (depending on experience)

Location: Exeter. Remote working and within Exeter Phoenix when relevant/possible.

Contract: Fixed term contract. November to the end of March 2021.
Based on approx. 18 days work.

Closing Date: 30 November 2020 - 17:00

Exeter Phoenix is seeking a motivated and experienced Outreach Coordinator with an interest in film, diversity and audience development.

Exeter Phoenix puts the audience at the heart of everything we do. We want our spaces to be welcoming, inspiring and inclusive to all.

We recognise we could do more to fulfil this vision and are taking steps to improve this. This is a great opportunity for an organised and creative individual to work closely with our marketing and programming team in the development and delivery of a new strategic project, which will promote engagement of young audiences, with a focus on those considered under-represented, with the Exeter Phoenix film programme.

The role:

Improving inclusivity and outreach is key to this new role. The Cinema Outreach Coordinator will help Exeter Phoenix strengthen our visibility and find new ways to communicate with 18-25 year olds with a focus on those who are under-represented. This outreach project will focus on developing partnerships and communication with community groups and this audience, which includes, but is not limited to, Black, Asian and other ethnic groups.

You will work alongside the Studio 74 programming team and the Exeter Phoenix marketing department to develop a new strategy, which can be used to promote the great work taking place in Studio 74 and to encourage new, young and under-represented audiences to visit.

The Cinema Outreach Coordinator will work with groups of under-represented young people and find ways to empower them to feed into the strategy's development. With

the support of our digital content creators the Cinema Outreach Coordinator will work with the groups to produce useful materials which will be the backbone of the new promotional strategy.

Key responsibilities include:

- Developing new, existing and lasting relationships with under-represented young people, youth facing organisations and stakeholders in Exeter and the surrounding region.
- Help us in our aim to bring British, international and independent film to all audiences and provide advocacy for Exeter Phoenix.
- Promote, arrange and deliver consultancy workshops with under-represented young people.
- Research and take inspiration from inclusive audience development case studies and work with the Exeter Phoenix marketing and programming teams to apply data gathered to develop an audience development strategy in collaboration with under-represented young audiences.

Benefits:

Free tickets to cinema screenings and events.

Free tickets to other events in Exeter Phoenix's wider programme.

Access to industry events.

Training and development opportunities.

The successful candidate will also be invited to participate in Film Hub South West's Beyond Boundaries 360 training programme where access to training and mentoring support will be made available:

<https://watershed.co.uk/filmhub/funding/beyond-boundaries/>

About you:

You will have the ability to make things happen with a creative, responsive and enthusiastic attitude. You will have experience in audience development, a working knowledge of community liaison and an established network of contacts to bring to the role. You will be an organised self starter with excellent record keeping skills.

Experience of planning and delivering workshops and collaborative projects is key, as is the ability to take inspiration from data. A natural ability to engage with young people, in a variety of youth settings and an enjoyment of meeting people is vital.

You will be able to draw from your own experiences and have an ability to reflect the interests of under-represented audiences.

You may not have worked in a cultural organisation before but knowledge of Exeter Phoenix or a similar arts organisation is beneficial and an interest in film, cinema and the arts is essential. Community outreach and liaison experience is most important for this role.

We recognise our work will be stronger with greater diversity and welcome applications by somebody with lived experience of a diverse background.

If you would like support or assistance with your application, or would like this application form/job description in a more accessible format, we would be pleased to help. Please request this by emailing Claire.Horrocks@exeterphoenix.org.uk

To apply:

Download an application form [here](#) and send your completed application form to Claire.Horrocks@exeterphoenix.org.uk

Once you have sent your application please then complete the online [equal opportunities monitoring form](#)

Closing Date: 30 November 2020 - 17:00

Interviews: Week commencing Mon 7 December

Start date: January, subject to availability.

About Exeter Phoenix

Bang in the heart of the city centre, Exeter Phoenix is a vibrant, world-class multi-artform venue. We are home to several art galleries, a theatre, gig spaces, art studios, dance studios, a cinema (Studio 74), film production resources and more, all centred around a buzzing Café Bar. Each year we host hundreds of events and artistic activity spanning contemporary art, live music, DJs, cinema, theatre, dance, comedy, talks, creative courses, family events and everything in between.

As well as hosting hundreds of events each year, we nurture a thriving arts scene through our Creative Hub, which supports artists, musicians, theatre companies and filmmakers at every stage of their career. Through the Creative Hub, Exeter Phoenix has helped launch the careers of award-winning filmmakers, developed quality work that has gone on to tour nationally, and provided a support network for those looking to embark on creative endeavours for the first time.

Studio 74 is Exeter Phoenix's dedicated cinema, which showcases a variety of the best British, international and independent films. Studio 74 is a space, which puts the community at the heart of our activity and we work closely with our regional BFI film hub and industry networks to increase appreciation, accessibility and understanding of film through sharing, showcasing and enabling cultural exchanges.