



independent, unique, yours

JOB DESCRIPTION

General Manager

Reports to: CEO

Responsible for: operational management of the Curzon

Contract: Fulltime

Salary: £26,000 - £28,000 depending on experience

Originally built in 1912 and rebuilt in 1922, the Grade II listed Curzon has entertained the people of Clevedon and North Somerset without a break, and is currently enjoying a great period of growth and cultural creativity.

The Curzon Cinema stands out as the cultural heart of the region, with strong connections to Watershed, the South West Film Hub, the Cube Cinema and South West Silents. We are proud to be a venue for the Cinema Rediscovered Festival; to host a Media Production training course for 16 - 18s run by boomsatsuma and to provide a vibrant programme of film, director's Q&As, live comedy, music, and other immersive events.

Our Values

Creative - as a unique independent cinema we strive to be challenging and creative with our programme, offering the best of contemporary, art-house, classic and heritage film complemented by ambitious and entertaining events.

Community-focused - we are proud to respond to and reflect our loyal, local community, offering collaborative and outreach opportunities.

Ethical & Sustainable - the Curzon Cinema pays the Voluntary Living Wage and strives to function as an eco-conscious business.

Job Purpose

The General Manager will be a confident Programmer who can lead a talented team to deliver all aspects of a thriving independent cinema and growing arts venue. They will curate an exciting and varied programme, serving our loyal audience to ensure a high-quality all-round customer experience.

Tasks

- To curate and develop a specialist film programme that engages multiple communities and utilises the core assets of the Curzon, developing our audience across the region
- Responsible for managing the FOH Manager and the Facilities Manager, and for co-managing (with the CEO) the Marketing & Fundraising Manager. Will also co-manage (with the latter), the Marketing and Programme Assistant, and carry out appraisals for the above staff.
- To maintain a committed team of volunteers
- To liaise with and manage the Curzon's external commercial film booker to ensure that timely and financially prudent programming decisions are made on a weekly basis.
- To oversee and directly manage all aspects of film contracts including returns, contracts, deliveries and associated marketing material.
- To become proficient in projection operation; live streaming (satellite) screenings. (Training provided).
- To be the Curzon representative at South West Film Hub
- To liaise with Facilities/FOH Manager to ensure Health and Safety and Fire Regulations and all emergency procedures are complied with and are regularly updated.
- To ensure that the building maintains the highest standard of health and safety for all its users including **visitors**, staff and volunteers in line with contemporary legislation and with regard to the heritage nature of the building.
- To liaise with the Marketing and Fundraising Manager to build a strong marketing brand and profile for the Curzon in line with its values with a particular emphasis on social networking and digital marketing.
- Oversight of FOH team.

Person Specification

Essential

- Experience of curating film programmes for diverse audiences
- Ability to work as part of a team, communicating effectively and engaging with all colleagues (staff and volunteers), the wider venue and the day to day activities involved in running a cinema
- Experience of people management; demonstrating excellent communication skills; understanding and negotiation skills
- Familiarity with HR procedures and policies
- Experience of working in an arts/events environment
- Ability to work independently under pressure managing time, competing priorities and resources in a structured way
- To occasionally work outside of hours including evenings and weekends
- Excellent IT capabilities

Desirable

- Technical knowledge of operating Projection Facilities, delivering live streamed programmes.
- Experience managing budgets
- Public speaking/presentation experience
- Business development experience
- Experience working with both arts and commercial sectors as a film programmer.
- An awareness/ understanding/ experience of working with BFI FAN and how it operates.
- Experience of Event Management (live music, outdoor cinema, comedy etc)

Please send your covering letter and CV to Susannah.shaw@curzon.org.uk by **Monday 19th November 10.00am**

If you wish to discuss the role please call Susannah Shaw on 07918 904040

Interviews will be held on during the week of 26th November.

The successful candidate will be offered the opportunity to attend some introductory sessions before the Christmas break.

