

access>CINEMA Special Projects Officer

About access>CINEMA

access>CINEMA is the resource organisation for regional cultural cinema exhibition in Ireland.

The organisation supports and facilitates increased access to a wide range of independent, Irish and international cinema for audiences in their own communities, especially for those in rural and isolated locations.

access>CINEMA works with programmers across its network of local venues, arts organisations and film societies and supports them to engage audiences in the culture of cinema through its film programming advice, expertise and booking service.

access CINEMA also undertakes projects which enhance and develop this core programming activity and align with its strategic goals towards providing a more diverse, inclusive and rich cultural cinema offering across Ireland.

In 2021 these projects included access>CINEMA's release of the film *Two of Us (Deux)*, the delivery of the *Limbo* touring programme in partnership with the Dublin International Film Festival and the presentation of the 13th edition of the Japanese Film Festival Ireland.

In the coming year access>CINEMA will deliver these ongoing projects alongside a number of new projects at national and international level. One of access>CINEMA's key new projects for 2022 is CINNOVATE, a European Cinema Innovation Project, that aims to re-engage audiences for the big screen experience and European film.

Special Projects Officer

Reporting to: Managing Director

Location: Blended

Involving on-site (Dublin) & remote working

Contract: Fixed-term, two-year contract with possibility of extension (offered subject to the completion of a satisfactory probation period).

Probationary period: Six months

Notice period: Two months

access>CINEMAA is an equal opportunities employer and welcomes applicants from all backgrounds and ethnicities.

The details outlined below for the position of Special Projects Officer are a guide to the nature of the work required. They are not wholly comprehensive or restrictive and do not form part of the contract of employment.

Job Description and Core Competencies

The Special Projects Officer is a newly created role in access>CINEMA.

Reporting to the Managing Director, the successful candidate will guide, deliver and report on a number of ongoing and new projects, with particular lead responsibility within the CINNOVATE project.

The Special Projects Officer will plan, supervise and ensure the comprehensive delivery of these projects on time and within budget.

The Special Projects Officer will be an excellent communicator with strong interpersonal skills, who can easily adapt to a broad range of project needs, reach targets and KPIs and build and maintain relationships with a range of project partners.

Main Responsibilities

- To plan and supervise access>CINEMA's implementation and delivery of the CINNOVATE project, including liaising with the project manager, project coordinator and project partners; advising and assisting on content creation; monitoring and reporting the project progress; completing required evaluation and administration
- To work with access>CINEMA's senior programming staff on access>CINEMA's 2022 film releases
- To assist and support the delivery of 2022 touring programmes, including the 14th Japanese Film Festival Ireland
- To contribute to the production and delivery of access>CINEMA member events, i.e. Screening Days, VIEWING:SESSIONS, etc
- Undertake any other duties as necessary

Person Specification: knowledge, skill and abilities

Essential:

- Degree or equivalent
- Demonstrable ability as a team player who has an open, positive, collaborative and flexible attitude
- Extensive knowledge of, and passion for, world cinema both contemporary and retrospective

- Ability to deliver high quality outputs within time and budget constraints
- Ability to work under pressure and prioritise workload
- Knowledge and experience of film programming
- Experience of working on and producing editorial or content rich product
- Good understanding of technology and social media, with the ability to learn the technical aspects necessary for new projects
- Excellent communication skills, both written and verbal, with good attention to detail and the ability to interact easily and confidently with people from a variety of different backgrounds
- Ability to attend off-site events, which may be outside of normal working hours

Desirable:

- Experience / knowledge of the gaming and/or VR industry
- Knowledge of Filemaker or other database software
- Experience / knowledge of EU funding and reporting

To apply for the role

- Candidates should submit their application in confidence to info@accesscinema.ie by **Monday January 31st, 2022 at 9.30am**
- Each application must include a concise cover letter (max. 1 page) outlining how they meet the above requirements and a CV (max. 2 pages)
- Late applications will not be accepted

Communication after the application deadline

Unfortunately, due to the high volume of applications we expect to receive, and the size of our team, we will be unable to inform those who are not shortlisted for interview or give specific feedback on why.

If you have not heard from us within three weeks of the closing date, you should assume that your application has been unsuccessful.

If you are selected for interview, we will contact you by phone or e-mail to organise.