



WATERSHED

Vacancy: Cinema Producer

Dear Applicant,

Watershed is looking for a highly organised and dynamic creative producer with a passion for film exhibition to support the development and delivery of our award-winning cultural cinema programme. This new role is an exceptional opportunity to join us as we grow our cinema offer and expand audiences locally, nationally and globally from our home in Bristol, UK.

About the role:

Working in close collaboration with the Cinema Curator (Mark Cosgrove), the Cinema Producer is responsible for producing Watershed's programme of seasons, events and festivals. They will manage and develop a range of external cinema programme partnerships, ensure the smooth running of our expansive year-round cinema programme, and play a key role in the development, delivery and evaluation of our flagship cultural film engagement programmes, such as, Filmic and Cinema Rediscovered.

The Cinema Producer will bring a culturally informed and lively new voice to the organisation. They will generate dialogue and debate with audiences (with a specific focus on developing the 16 - 30 age group) and lead on activities such as panel events and online editorial to building communities around our cinema programme.

About you:

You will be an energetic and highly capable creative producer who is passionate about film culture, and is committed to developing audiences' engagement with the past, present and future of film.

You will be comfortable working collaboratively and creatively and able to back this up with solid project and event management, organisational skills and pragmatism. As you will be a key advocate for our cinema programme, you will have experience of and an understanding of film curation and enjoy developing new ways to enrich Watershed's offer of cultural film.

Audiences and collaboration are at the heart of our work, so you will need to be naturally inclusive and enjoy building relationships with the public and our partners.

Watershed encourages applications from people of all backgrounds but particularly welcomes applications from candidates from BAME backgrounds as they are under-represented within our staff team. We are also committed to developing people and welcome applications from candidates that are a strong fit with the job specifications but do not possess all the requirements to carry out the role from day one.

About Watershed

Watershed develops cultural engagement, imagination and talent, in the belief that the route to better futures is open, disruptive and co-produced. With our audiences and participation at the heart of our organisation we produce and present original ideas and content and curate a diverse programme of talent development, cinema exhibition, events and festivals.

Our public programme acts as the creative heartbeat of the organisation - fuelling new ideas, engagements and conversations. We celebrate film as an art form which informs popular culture, politics, society and cultural identity. We programme collaboratively across communities and art forms to amplify themes and to bring new audiences into the venue, and we produce artist events, installations and performances linked to our art and technology programme. Watershed also leads Film Hub South West, a growing network of over 140 cinemas and film exhibition organisations part of the UK wide BFI Film Audience Network (FAN.)

Watershed and our Pervasive Media Studio occupy the first floor of a historic Grade II listed building at the entranceway to Bristol's Harbourside. You can find examples of our work and programme [here](#).

How to Apply for this Position:

To apply, [read more information about Watershed](#), read the job description below then complete the [online equal opportunities monitoring form](#) and complete the [online application form](#). CVs will not be accepted.

Alternative application format

If you need or would prefer an alternative application format, please contact hr@watershed.co.uk.

Watershed encourages applications from people of all backgrounds but particularly encourages applications from candidates from a BAME background as they are currently under-represented within our staff team.

Key Dates:

The closing date and time for all applicants is **5pm GMT, Friday 2 March 2018**

We will contact short-listed candidates by **Wednesday 7 March 2018**

Interviews will take place on Thursday 15 March at Watershed in Bristol

Please note that if you have not heard from us by the above date, you have been unsuccessful and we are unable to offer you an interview. If you have specific access requirements, please get in touch. Thank you for your interest.

Best wishes,



Mark Cosgrove, Cinema Curator

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Job description

Position: Cinema Producer

Grade: £28,000 – £30,000 per annum (depending on experience) Full-time employment

Responsible to: Cinema Curator

Purpose of Job

The post-holder is responsible for producing Watershed's award-winning curated cinema programme of seasons, events and festivals, working closely with the Cinema Curator and partners.

Principal Responsibilities

- Research, develop and deliver Watershed's curated cinema programme of seasons, festivals and events in collaboration with the Cinema Curator, external partners and Watershed's wider Creative, Communications and Operations teams
- Manage existing and develop new partnerships with external organisations and individuals
- Support the amplification of the cinema programme through the creation of editorial content and hosting events, discussion panels and Q&As
- Contribute to audience development, fundraising and income generation initiatives for the cinema programme in collaboration with the Creative, Communications and Development teams
- Develop organisational awareness and understanding of Watershed's cinema programme, including at staff meetings and by carrying out training/briefing sessions with Box Office and other staff
- Develop and implement Watershed's cinema distribution and touring activities, working with the Cinema Programme Coordinator to ensure they are well managed and evaluated.
- Manage the cinema programme budget and contractual agreements in consultation with the Head of Finance and Cinema Curator
- Delivery of compelling and timely reports to BFI and other stakeholders as required, in consultation with the Head of Data and Operations and wider Watershed teams
- Collaborate with the Engagement Producer and national partners such as Into Film and BFI to develop opportunities for engaging young people in film
- Positively support inclusion in all areas of work at all times
- Organise and facilitate a regular programme meeting for the Cinema and Film Hub South West teams
- Represent Watershed at events, such as festivals and industry events where appropriate
- The role includes some flexible working including weekends / evenings and occasional travel (national and international)

Key Performance Indicators

- Contributes positively to the strategic development of Watershed's creative vision, public offer and profile in collaboration with the Cinema Curator
- Successful development, delivery, dissemination and evaluation of Watershed's curated cinema programme of events, festivals, distribution/touring and audience development initiatives
- Productive collaborations are formed with the wider Watershed team, strategic partners, funders
- Timely and clear communication with the Cinema Curator, the wider Watershed team, external contacts, funders and collaborators
- Good working relationship with key public sector agencies, funders and industry partners
- Budgets and financial records managed well
- Develops funding for cinema programme activities
- Cinema targets are met (cultural and financial)

Person Specification - Skills & Experience

Essential

- Specific experience of developing and producing successful cinema programmes
- A good understanding of and strong passion for film culture, cultural film and film curation
- Proven commitment to developing cinema audiences and a track-record in developing creative partnerships
- Creative thinker with the ability to design events and initiatives to contextualise and enrich Watershed's offer of specialist, world and independent film
- Demonstrable commitment to inclusion
- Excellent communication and interpersonal skills; ability to deal effectively with people at all levels and manage positive collegiate relationships with staff, customers, partners and funders
- Highly organised and self motivated with the proven ability to meet deadlines and targets while working in a busy environment
- A flexible and positive approach to work; willingness to work varied hours including evenings and weekends as required

Desirable

- Experience of creating editorial content to critique and promote film culture, through initiatives such as written articles, blogs, reviews, podcasts and interviews
- Experience of and aptitude for hosting public events and chairing panels, discussions and Q&A's
- Experience of working on engagement projects with young people and underserved communities
- Contacts in the cultural, creative and/or screen industries in the South West and beyond
- Experience of managing staff and/or volunteers
- Experience in marketing and event promotion, including via social media
- Experience of reporting and evaluation
- Experience of development, income generation and fundraising
- Experience of producing cross-artform events, such as live music and film

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.



Watershed is a Social Enterprise Mark holder.