

SAVE THE DAVID LEAN CINEMA CAMPAIGN CIC

ADMINISTRATIVE ASSISTANT – PROPOSED JOB DESCRIPTION 2017

The purpose of the post is to provide support to the External Relations and Publicity Manager (and from time to time other Committee members) in the administration of the Campaign.

The Administrative Assistant will report to the External Relations & Publicity Manager and through him/her to the Committee. Subject to what is said below, he/she will carry out such tasks as the Manager and the Committee may require from time to time, working as necessary with the relevant Committee members.

Some of these duties may require attendance at the David Lean Cinema. Others may be done from home.

Specific duties attached to the post will include:

Box Office

The Administrative Assistant will deal with email and phone queries.

Membership

He/she will maintain the Campaign's membership list, adding names and unsubscribing them from information supplied in various ways.

Booking the David Lean Cinema for Screenings

He/she will be responsible for booking the David Lean Cinema for screenings as agreed by the Committee.

Booking of films

He/she will correspond with distributors to determine film availability and assist the Programmer in preparing the monthly film schedule. He/she will confirm bookings with distributors once the schedule has been agreed.

He/she will be responsible for ensuring that films are delivered by, and returned to, distributors, working with the Chief Projectionist.

Publicity

He/she will work on the provision of publicity for the Campaign, with special responsibility for the printing and distribution of posters and flyers for next month's films. He/she will add this to the website and produce a list of credits for the brochure and the poster. He/she will produce text for Inside Croydon

Research

He/she will obtain background information relevant to the Campaign as required by the External Relations and Publicity Manager.

This work is expected to take up to six hours a week and the post holder will be paid a gross sum of £58.50 a week (£9.75 an hour), subject to evidence of hours worked. This will be subject to payment of income tax and national insurance – details to be arranged. Out of pocket expenses will be reimbursed by agreement with the Treasurer on production of appropriate receipts. Payment will be made in arrears within 30 days of receipt of timesheets, invoices etc by the post holder. The appointment will be made for a probationary period of six months and may be extended subject to satisfactory performance.

PERSON SPECIFICATION

Capacity to cope with a wide range of varied tasks and decide on priorities between them

Ability to respond quickly and flexibly to new demands

Ability to carry out instructions thoroughly

Awareness of the need for accuracy in record-keeping and to comply with data protection requirements

Understanding of the limits of his/her authority

Ability to work with others

Numerate and computer literate (a knowledge of Facebook would be an advantage)

If possible, an interest in the cinema in general and the David Lean Cinema in particular