

**WE ARE HIRING!**

# ASSISTANT DIRECTOR

- PART-TIME (20 HPW) WITH POTENTIAL TO BECOME FULL-TIME, PERMANENT.
- 3-MONTH PROBATION PERIOD.
- £26,000 P.A. (PRO RATA)



**cinemaattic**

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## ABOUT CINEMAATTIC



Founded in 2010, CinemaAttic has established itself as "Scotland's leading Spanish cinema mavericks" according to *The Skinny*. Our handcrafted programming approach combines a strong research phase, audiovisual activism and a pinch of circus performance. Focusing on Ibero-American festival darlings, arthouse features and short films that are escaping UK distribution and Scotland's festival circuit, we aim to enrich Scotland's film exhibition scene by offering an active space for film discussion and public, open, and bold conversations about films and broader societal issues that matter.

Since the start of the pandemic, we have gone digital, having delivered a 13 week-long programme of free Cuarentena shorts, an ambitious Catalan Film Festival with a truly global reach, and a number of monthly screenings via our VOD platform FestHome. With cinemas and cultural venues now open, we have returned to in-person film screenings where possible, but remain committed to making our programmes available online for the foreseeable future.

To help us deliver our film offering in a hybrid format and continue to grow going forward, we are looking for a Assistant Director to join our dynamic international team of Ibero-American cinema enthusiasts.

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## ABOUT YOU

- Degree in a relevant subject area or equivalent work experience;
- Demonstrable experience of and interest in film Platform management with a good understanding of the film and visual arts contexts in which CinemaAttic operates. Experience of working in a small-scale arts organisation is a bonus;
- Demonstrable experience of successful fundraising from public bodies, trusts and foundations and other funding opportunities;
- Experience of devising and managing budgets;
- Excellent understanding of and commitment to Equality, Diversity and Inclusion;
- Highly motivated creative thinker, well-organised and with exceptional attention to detail;
- Excellent written and verbal communication skills;
- Proven ability to work well under pressure;
- Self-motivated approach to working and excellent interpersonal skills, interest in developing projects collaboratively with others.

## ABOUT THE ROLE

This is a great opportunity for anyone wishing to develop a career in the film exhibition industry. Your our role will influence CinemaAttic's growth going forward and will span the following areas of focus:

### **Strategic Development and Fundraising**

- Together with the Platform Director, shape and plan the strategic development of the organisation and its activity.
  - Research and fill out funding applications.
  - Build on current and cultivate new relationships with funders, Trusts & Foundations, cultural institutions and other potential supporters to resource and develop Platform activity.
  - Ensure compliance with funding agreements and reporting requirements.
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## Planning and Production

- Liaise with project management of the Platform: its timelines, budgets, programmes and projects.
- Lead on **Accessibility and Community Engagement** for the Platform programme and year-round activities.
- Working with the Programming Department, support on Audience and Community Development strategy and project partnerships.

## Other

- Contribute to CinemaAttic's understanding of equality, diversity, and sustainability, ensuring that relevant policies and procedures are regularly evaluated and improved.
- Undertake additional tasks as may reasonably be required.

You can expect to:

- Report to the Platform's Director, collaborating with the wider CinemaAttic team to better understand all aspects of running of the platform.
- Work remotely and have certain flexibility in relation to your working hours (20 hours per week; please note that working hours are not limited to 9-17:00 due to the nature of the business). Some evening and weekend work will be necessary, which will be compensated with time off in lieu.
- Have less workload during the months of July and August, when we do not have any events (arrangements to be discussed with a successful candidate)
- Have opportunities to see films!

## HOW TO APPLY

Send us an email to [manager@cinemaattic.com](mailto:manager@cinemaattic.com), attaching:

- 1) **Your CV** covering any relevant experience and skills you have
- 2) A one-page **cover letter** outlining what motivated you to apply and why you are the right fit for the job.

**Good luck! We look forward to hearing from you :)**

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