



Regional Screen Scotland

Partnerships Coordinator (0.4 FTE)

This is an opportunity to join a tight and focused team who are working together to enable as many people as possible to enjoy film and cinema experiences where they live.

Regional Screen Scotland (RSS) is an agency set up to help communities enjoy high quality screen experiences. It does this in a variety of ways, including by owning, managing and running the Screen Machine, a state-of-the-art 80-seat digital cinema, which is unique in the UK in providing a regular service to rural communities.

Regional Screen Scotland is a charity registered with OSCR, and a Regular Funded client of Creative Scotland, and receives funding and support from Highlands & Islands Enterprise. The Screen Machine receives additional funding, via sponsorship, from Royal Bank of Scotland, Highland Fuels and Caledonian MacBrayne. Despite this generous funding, it is still essential that the Screen Machine meets box office income targets, and, of course, as a charity RSS must demonstrate value for money in all its operations.

As a development agency, RSS aims to enable *more people, in more places, to share great screen experiences* and, to deliver this aim, in 2017 RSS is launching the *Your Cinema, Your Community* programme. Over the next four years this programme has the following objectives:

- Build a network of regional screening groups, based on the NEAT Flicks model and on similar groups in England, and working with the members of the recently-formed Scottish Touring Cinema Group
- Address the significant gaps in screen provision in some of Scotland's largest communities, especially those with high levels of multiple deprivation, through developing a practical and transferrable model of provision
- Make the Screen Machine an exemplar of local cinema provision, by further diversifying the programme, including the presentation of other artforms such as visual arts, and encouraging other screening venues to adopt a similar wider cultural approach
- Advocate for the value and importance of screen provision, and the local screen community, in national strategies and policies.

Your Cinema, Your Community can only achieve these objectives through extensive partnership working and a web of formal and informal relationships. The current RSS team is very small, with all staff (apart from the two Screen Machine Operators) working part-time. RSS is therefore looking to appoint a new, part-time, **Partnerships Coordinator** to work with

the rest of the RSS team to help to build relationships and facilitate effective partnership working, and to help to deliver specific projects as part of both the Screen Machine and the *Your Cinema, Your Community* programmes.

Further information about RSS and the Screen Machine is available at www.regionalscreenscotland.org and www.screenmachine.co.uk.

Main activities of post

To ensure effective and efficient partnership working at local, regional and national levels by:

- Organising and facilitating planning meetings and workshops
- Working with other RSS staff and with external partners to deliver specific projects
- Supporting and motivating voluntary groups and professional agencies to become involved in community cinema
- Maintaining excellent communications, within RSS, with partners, with the wider screen community, and with Screen Machine audiences.

Examples of potential activities, based on current ongoing discussions:

- Arranging a regional Screen Forum meeting, with local partners, and collaborating with Film Hub Scotland, eg in Fife or Argyll and Bute
- Working with a Business Improvement District in a Central Belt town to deliver a pilot community screening event
- Working with the rest of the RSS team to organise a Celebration of Local Cinema at the Scottish Parliament
- Developing with Street Level Photoworks the best way to disseminate to local cinema groups the concept of screen presentations of photography exhibitions.
- Writing a blog for the RSS website, or providing information to be posted on the Scotland's Screen Community closed Facebook page.

Reporting structure and Working Arrangements

The Partnerships Coordinator will report directly to, and work closely with, the Director of RSS, and will liaise closely with the Marketing Officer, the Administrator, and the two Screen Machine Operators.

Desk space is available in the RSS office at 20 Forth Street Edinburgh on a hot-desking basis, and the Coordinator can work from home, but should expect to meet face to face with the Director on a fortnightly basis, and have a regular update meeting with him by phone or skype in the intervening weeks.

Terms of contract

This contract is for an initial 9 months' appointment from 1 July 2017 to 31 March 2018. Depending on the outcome of RSS's Regular Funding application to Creative Scotland, it is

hoped it will be possible to make the post permanent before the end of 2017, at which point the hours will be renegotiated.

The post is 0.4 full time equivalent, or 14 hours per week. However, flexible working will be required, depending on the needs of particular projects, and the working hours will be averaged over each four week period. Time Off In Lieu can then be taken for any additional hours worked in each four week period and, in exceptional circumstances, and with the postholder's agreement, additional hours worked may be added to the salary payment. There will be a requirement to travel throughout Scotland to attend meetings and assist in delivering projects.

The salary will be £9,950 (£24,875 FTE) and will be payable monthly in arrears.

Leave entitlement is 23 days pa plus public holidays, pro rata.

The postholder will be able to opt in to RSS's NEST pension scheme, and if the post is made permanent, will benefit from the company's contribution, equivalent to 7% of salary.

Person Specification

You will enjoy meeting and working with all sorts of people. You will love motivating and enthusing people about the benefits of community cinema. It's important that as much as you can talk the talk (that is, understand the strategies and objectives of national agencies and funders) – you can also walk the walk, and by this we mean rolling up your sleeves and seeing projects through to completion.

Essential

- Demonstrable experience of managing projects in the cultural sector at a professional level
- A working knowledge of the film exhibition sector in the UK
- Experience of working with communities and voluntary groups
- Good general IT skills (eg Word, Excel, Powerpoint, blogging and social media)
- Good written and spoken communication skills
- Proven ability to work as part of a team
- Proven ability to work flexibly and balance competing priorities

Desirable

- Professional experience within the film exhibition sector in Scotland
- Experience of programming films (eg local festival, film society, student film group, etc)
- Professional experience of community development work (eg as a local project manager, or with a national body such as Senscot)
- Current Driving Licence

Application

To apply for this post please provide:

- A letter which
 - explains your reasons for applying for this post
 - highlights your relevant experience for the requirements of the post
 - outlines the approach you would take to undertaking the post
 - provides the contact details for two referees (who will not be contacted unless you are shortlisted for interview)
- An up to date CV of not more than two pages

These should be emailed to: info@regionalscreenscotland.org by **12 noon on Monday 15th May 2017** and will be acknowledged within 24 hours of receipt.

It is intended that interviews will be held in Edinburgh on **24th or 25th May**. Short-listed candidates will be sent a copy of RSS's latest Business Plan.

RL

19-4-17