

TYNESIDE C I N E M A



Job Title:	Business Development Coordinator
Reporting to:	Chief Executive
Working closely with:	Senior Leadership Team
Salary:	£24,000
Hours:	37.5 hours per week
Holiday:	30 days pro rata including Bank Holidays. Holiday may be limited during peak times.
Probation:	Probation period of 3 months
Tenure:	Full time
Apply:	Visit www.tynesidecinema.co.uk/jobs for an application form, we do not accept CVs.
Deadline:	Applications should be submitted by <u>12pm on Tuesday 28 May</u> , late applications will not be considered.
Interviews:	Only shortlisted candidates will be interviewed. Interviews will be held on <u>Friday 7 June</u>



About Tyneside Cinema

Tyneside Cinema occupies a beautiful, art-deco, Grade II listed building on a prime city centre site in the heart of Newcastle where it has stood for 80 years. Built by Dixon Scott, great uncle of film directors Sir Ridley and Tony Scott, it opened in 1937 as a Newsreel Theatre.

The last decade has seen two significant capital projects that have sensitively restored and expanded the building; preserving its heritage, increasing screen capacity and improving the food and beverage offer. The Cinema has 4 auditoria seating 510 people, several meeting/workshop spaces and operates 3 on-site bar cafes. It welcomes 500,000 visitors to the building each year, and achieves cinema audiences of 190,000, making it one of the largest and most successful independent cultural cinemas in the UK. The Cinema plays a vital role in the creative economy of the City, employing over 130 staff across the charity and trading company.

About the Job

The Business Development Coordinator is a brand-new role at Tyneside Cinema created to support the development of new fundraising and income generation initiatives and to coordinate business development initiatives, events and activities to drive the organisation forward. This role will work with the senior team at the cinema to coordinate key strategic and cultural pieces of work central to the organisation's development - whether that be internal or external.

To be great at this job you will love:

- **Organisation;** this job needs someone who can formulate a plan and get other people and teams on board to help deliver it, if you're a natural "planner", you will thrive in this role
- **A challenge;** you will be working across the whole business on a wide range of projects with the aim of supporting teams to deliver their objectives
- **Making a difference;** you'll be supporting the senior team to meet the business strategic aims and objectives, meaning you need to really care about the Tyneside Cinema and its work
- **Variety;** from drafting internal presentations to corresponding with funders, from writing reports to hosting clients and donors or working with marketing to deliver campaigns, you'll be working across a range of projects, which also means you need to be adaptable and to work well with others
- **Detail;** you'll need to be able to get right into the detail, whether that's analysing data, doing research or immersing yourself in our systems, you will be the type of person that pays attention



To be successful in this role you will be:

- **A confident communicator;** you'll be working with a range of people across the organisation, so you need to be able to communicate well, face-to-face, on the phone and in writing
- **An enthusiastic team player;** this role is an important support role for the business, therefore you need to be willing to chip in, help your colleagues, understand how to move projects forward and maintain focus
- **A positive, solutions-focussed person;** you will bring positive energy into your work and will be capable of finding a solution to a challenge, you will be open to new approaches and welcome feedback to improve
- **Able to manage your own workload;** whilst you will be working in a busy team, this role requires you to manage your own time day to day, so you will need to be able to prioritise, figure out your own week as well as setting, and meeting, your own deadlines
- **Adaptable;** things change, and that's no bad thing, you will be able to adapt to changing circumstances or priorities if there is a business need, you won't be worried by change, instead you will take a 'how do we make this work' approach

We're not looking for someone with specific sector experience, but someone who has the appropriate skills we've outlined along with enthusiasm for the role and for Tyneside Cinema's work.

Here a flavour of some of the work you will do:

- Develop, coordinate, and administer individual giving initiatives, events and activities working closely with the marketing team
- Take care of our Corporate Friends scheme including client relationship management
- Prepare reports and presentations for internal purposes and for funders
- Support the introduction and implementation of a social impact framework to better evidence the impact of the charitable work we do
- Provide ad-hoc administrative and project support, business planning and team coordination
- Support the preparation of board reporting materials
- Carry out all responsibilities in a way which supports Tyneside Cinema's values
- Promote and support equality, diversity and inclusion in the workplace

It is also vital that you have:

- GCSE English and Maths or equivalent
- Advanced computer literacy across Microsoft Office platforms, and experience of using software and systems/technology in the workplace
- An enthusiasm for charitable activities that Tyneside Cinema delivers
- A commitment to continuing professional development



It would be great, but is not essential if you:

- Already have experience in fundraising or sales
- Have an interest in film

In summary, if you can say YES to these ten things, then we'd love to hear from you:

1. You have a GCSE English and Maths or equivalent
2. You are extremely organised
3. You are great at communicating with others
4. You have an infectious can-do attitude
5. You have exceptional attention to detail
6. You are a problem solver
7. You can work well under your own steam
8. You are very accomplished in Microsoft Office platform and have experience using software and systems/technology in the workplace
9. An enthusiasm for charitable activities that Tyneside Cinema delivers
10. A commitment to continuing professional development

You'll need to believe in the values which fuel our work;

Creativity - we bring innovation, fun and imagination to our work.

Engagement - we want our relationships with artists, our partnerships with our City, our region and our industry, and our exploration of issues and content to be meaningful, focused and productive.

Entrepreneurialism - we encourage approaches that are bold, adventurous, ambitious and forward thinking, whilst safeguarding the interests of the company.

Openness - we develop trust by working in collaborative ways, through open discussion and shared reflection, and by embedding good practice.

Inclusivity - we respect all individuals equally - staff, board members, audiences, users and artists - and are committed both to celebrating diversity and strengthening social cohesion.

Excellence - we strive to achieve the highest quality in our work, adopting an ethos of constant self-improvement and the continual development of our role within the marketplace, so as to ensure we provide the best possible experience for our customers.



Diversity in the Workplace

Tyneside Cinema values and welcomes diversity in the workplace. We actively encourage people from a variety of backgrounds with different experiences, skills and voices to join us and contribute to our organisation's development. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) candidates in order to achieve a workforce that better reflects our community.

How to Apply

Please visit our website www.tynesidecinema.co.uk/jobs for an application form.

Please make sure you address all of the points in the personal specification. If you do not do this, your application will not be shortlisted.

You should send your completed application form to recruitment@tynesidecinema.co.uk Alternatively, to Tyneside Cinema, 10 Pilgrim Street, Newcastle, NE1 6QG. Please note we do not accept CVs.

Deadline: Applications should be submitted by 12pm on Tuesday 28 May, late applications will not be considered.

Interviews: Only shortlisted candidates will be interviewed. Interviews will be held on Friday 7 June