

JOB DESCRIPTION
PROGRAM COORDINATOR, CINECENTA
BUSINESS OPERATIONS DIVISION
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Coordinates Cinecenta programming and promotions.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports and is responsible to the Cinecenta Manager but is under the overall authority of the General Manager.
2. Works closely with the Work Study student, ad sales representative, Graphics and Accounting departments.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Research, select, and book all films, including associated administration and logistics.
2. Maintain and provide box office reports to distributors.
3. Purchase and/or produce all promotional materials and campaigns, including via print, web, and social media.
4. Develop content for and produce the Cinecenta film schedule, in collaboration with the Graphics department.
5. Liaise with the commissioned ad sales representative and fill and invoice ads as needed.
6. Direct the Work Study student in Cinecenta promotions.
7. Assist the Cinecenta Manager with the preparation of the annual operating and capital budgets under the direction of the General Manager.
8. Ship and receive all films.
9. Verify and code all film rental, shipping and promotion invoices.
10. Produce all weekly and monthly box office reports.
11. Respond effectively to inquiries, requests and complaints.
12. Organize contracts, invoicing, and the collection of accounts receivable for film events with external clients.
13. Update the Cinecenta business plan, ensuring it aligns with the UVSS Strategic Plan, in collaboration with the Cinecenta Manager and General Manager.
14. Provide support to the Cinecenta Manager while they are away and when needed.
15. Other related duties as assigned by the Cinecenta Manager or General Manager.

QUALIFICATIONS:

Required:

1. Enrollment in or completion of a relevant degree program and/or two-years of

- equivalent experience developing cinema programs.
2. At least one-year of experience negotiating film or other arts booking terms and/or contracts.
 3. At least one-year of experience designing and implementing promotional and marketing campaigns using diverse platforms.
 4. A strong knowledge of and an interest in film, with good contextual and historical knowledge in order to ensure diversity and representation.
 5. Demonstrated experience maintaining organizational social media accounts.
 6. Experience and proficiency with word-processing, spreadsheet and database systems/programs.
 7. Strong research skills, including the ability to determine film rights/ownership.
 8. Ability to work independently with little supervision.
 9. Commitment to a high standard of customer service.
 10. Strong verbal and written communication skills.
 11. Strong attention to detail, organizational, prioritization and problem-solving skills.

Preferred:

1. Experience in the operation of a cinema and associated projection/technology, or related operation.
2. Experience working in a theatre concession and/or coffee shop.
3. Experience working and/or managing in a unionized environment.
4. Demonstrated respect for various abilities, genders, sexualities and socioeconomic realities.

This is a permanent, unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.