

JOB DESCRIPTION

ASSISTANT PROGRAM CO-ORDINATOR - CINECENTA

BUSINESS OPERATIONS DIVISION

UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Assists the Cinecenta Program Co-ordinator in Coordinating and administering all functions of Cinecenta Programming and promotions.

ORGANIZATIONAL RELATIONSHIPS:

1. Is responsible to the General Manager through the Program Co-ordinator and Cinecenta Manager.

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. Assists the Cinecenta Program Co-ordinator for research, programming and scheduling of films.
2. Assists in the maintenance of the Cinecenta website and social media accounts.
3. Assists in the promotion and marketing for specific films on an off campus.
4. Assists in the implementation of member outreach programs and services.
5. Assists the shipping and receiving of films.
6. Assists with the purchase and production of all promotional materials.
7. Assists in the production of the Cinecenta schedule.
8. Assists in the design and implementation of effective publicity of campaigns.
9. Assists in the maintenance of the Society's records and historical materials.
10. Prepares all box office reports to distributors and accounting as needed.
11. Prepared online movie listings such as Uvic Events Calendar, SUB-TV, Tribute, Flixter, etc.
12. Other related duties as assigned.

QUALIFICATIONS:

1. Minimum one (1) year experience working for a Cinema.
2. Six (6) months experience developing successful marketing and promotions.
3. A strong knowledge and interest in film.
4. Demonstrated experience in public outreach.
5. Demonstrated ability in content production for social media platforms.
6. Demonstrated understanding of the purposes and functions of non-profit societies.
7. Excellent written and verbal communication skills.
8. Must have a demonstrated attention to detail.
9. Demonstrated experience with Microsoft Office, website content management systems, and other related office software.
10. Demonstrated ability to work independently with little supervision as well as contributing positively in a team environment.
11. Ability to work independently with little supervision.
12. Demonstrated commitment to creating safer spaces.

This is a permanent job filled by a part-time employee, and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer