

Programme Coordinator (Part-time, 22.5 hours, fixed-term – 1 year)

This is an exciting opportunity to become a central part of the creative team at Filmhouse, which aspires to be a world class cultural cinema for Scotland's capital.

Delivering a wide range of first run, repertory, festival and partnership programming across four screens, the Programme Coordinator is situated within the Programme team and will primarily be supporting the Programme Director, Programme Manager, Programme Officer and the Learning and Engagement Officer.

This is an administrative role to assist in the workflow around programme delivery including data administration; scheduling; film booking; managing relationships with external Programme Partners; event planning; and communicating all relevant information to internal departments.

About Filmhouse

Filmhouse cinema is run by Filmhouse (Edinburgh) Ltd. This company, which has charitable status, has run Filmhouse cinema since its reopening in June 2025 (distinct from the entity that ran Filmhouse on the same site from 1979–2022).

Filmhouse is a key cultural institution in the City of Edinburgh and is funded by the City of Edinburgh Council (CEC) and by Screen Scotland / Creative Scotland via Multi-Year Funding. Filmhouse consists of four cinemas, a Bar Café with a capacity of 100 covers, and a learning and engagement programme. The venue operates seven days a week.

Our purpose is to connect people with film as a life-enriching art form and leisure activity by curating and presenting a highly diverse and culturally inclusive public programme of films and events, and through formal and informal learning and outreach. As a hub for cinema, we offer an anchor for Edinburgh's and Scotland's film culture by providing a home for film lovers and the film-curious; by enabling like-minded partners, and an array of film festivals; and by showcasing work by local filmmakers and students as well as developing and maintaining specialist professional skills and infrastructure. Filmhouse brings value to the community by being a space where people can connect with one another through shared experience of film, in a setting which is financially accessible for audiences.

Filmhouse aims to create a diverse and inclusive workplace, and we are committed to building a team that reflects a wide variety of skills, perspectives and backgrounds. We are an equal opportunities employer and encourage applications regardless of age, sex, gender identity, sexual orientation, gender reassignment, marital status, pregnancy, parenthood, religion or belief and disability. If you require any reasonable adjustments in our recruitment process, please let us know.

Filmhouse is committed to the Fair Work principles.

Job title: Programme Coordinator

Salary: £16,790 per annum, being a pro rata on the basis of 3 days per week (£27,983 FTE).

Term: Fixed-term contract for one year, with the possibility of extension.

Hours: Part-time role with normal hours of work will be 22.5 per week across Monday-Friday (may at times include evening and weekend work as required for the proper performance of the role), working pattern by arrangement with half-hour unpaid lunch break.

Benefits: Free cinema tickets, free meals whilst on shift, substantial F&B discounts, staff screenings, access to Employee Assistance Programme, workplace pension and other benefits

Reports and Relationships

Reporting to: Programme Manager (line manager)

Responsible for line management of: None

Direct relationship: Programme Director, Programme Officer, Learning & Engagement Officer

Functional relationships with: Front of House Manager, Technical Manager, Marketing Manager and Marketing Officer, Hires and Events Coordinator.

Informative relationship with other managers and staff.

Purpose of role

To ensure successful programming outcomes from schedule to screen:

- support the Programme team in the delivery of all planned programmes by way of administrating film schedules via our in-house database and booking films and getting scheduling information in place in a timely fashion;
- make sure all required elements for upcoming programmes are in place and understood by other relevant staff;
- act as a point of contact and to advise and maintain relationships with external Programme Partners to ensure the successful delivery of their programmes;
- maintain positive relationships with suppliers, principally UK Film Distributors.

To support business health, thus:

- assist in optimising film schedules particularly with relation to 'holdovers';
- where possible and relevant, schedule screenings in a way that might encourage customer use of Filmhouse Bar Café;
- to assist in audience development goals of the organisation;
- to assist the Hires and Events Coordinator regarding private hire queries within the cinema

Responsibilities

- To ensure that relevant database platforms are accurately and promptly completed, so that operational information flows smoothly to other teams, and so that we have a record of key details for future;
- To research and book rights and print sources for films we wish to screen, to confirm and log financial terms;
- To ensure accurate film information is place for scheduling purposes such as run time, certification, strobe warnings, access features and print format;
- To liaise closely with marketing, technical, front of house and bar café teams to ensure that everyone has what they need to execute the screenings and events both in advance and on the day;
- To be the main point of contact with selected external programme partners regarding the development of their festivals or other events and manage and maintain the ongoing relationship with them, including post-event financial reconciliation;
- To liaise closely with the other teams' staff to ensure that everything runs smoothly at all stages of the programme planning workflow, and to find solutions to any problems that arise;
- To plan and coordinate the implementation of special events;
- To coordinate the transportation of screening materials to and from Filmhouse or other places when necessary;
- To deputise for the Programme Manager and/or Officer when appropriate, for example, in meetings with other departments;
- To build and maintain open and fluid lines of communication with staff throughout Filmhouse, and with other venues and partners whenever needed;
- To debrief, reflect and report on completed projects and operations with a view to aiding operational improvements;
- To build and maintain relationships with external suppliers such as distributors, sales agents, filmmakers, couriers, etc;
- To proofread publications such as programme brochures, when necessary.

Skills & Experience

You will be a proactive organised individual who has an excellent attention to detail in order to successfully assist in the planning of the screening schedule. You will have strong interpersonal skills; working within a team and dealing with external parties by being flexible to the task at hand and dealing with multiple requests with effective communication skills.

Essential

- An interest in cinema culture and independent and world cinema.

- Strong verbal and written communication skills.
- A high degree of administrative skills, particularly around data entry, and experience of managing multiple projects.
- Excellent attention to detail.
- Ability to calmly manage a high-volume workload while under pressure and work to tight deadlines.
- IT literate and confident in using Microsoft suite primarily Excel, Teams and Sharepoint
- A strong commitment to the transformative power of cinema.

Desirable

- Experience working within a cinema or arts venue.
- Experience of delivering film screenings/ events.
- Experience of working with UK Distribution in regard to requesting and booking titles.
- Experience using INDY POS / Box Office System, and with generating box office and audience data reports.

How to apply:

To apply, please send your CV and a cover letter (no more than 300 words) with information for two references to recruitment@filmhouse.org.uk with the email subject line Programme Coordinator (Your Name). These should be combined into a single PDF with your full name as the filename.

Please fill out the Equal Opportunities Monitoring Form via the link on the Jobs page on our website.

The closing date for applications 5pm on Wednesday 5th August, with interviews w/c 17th August.