

ROLE: Head of Hospitality

We are looking for a passionate and driven Head of Hospitality to join our team, leading on the strategic development, operational excellence, and financial success of the Filmhouse Bar Café and wider food and beverage offer.

Working closely with the Bar Manager and Head Chef alongside a talented and motivated hospitality team, the primary objective will be to grow Filmhouse's reputation as a premier culinary and social destination in Edinburgh, known for its fresh, delicious and locally sourced food menu, an excellent range of drinks from local and Scottish suppliers, and a warm, welcoming atmosphere that blends quality service with a real sense of community.

Taking on overall responsibility for the vision, planning, and delivery of Filmhouse's food and beverage offer, this role is an opportunity to take a thriving cultural venue into the next phase of its development, realising its full potential as a destination for eating, drinking, socialising, storytelling and community in Edinburgh.

Purpose of the Role:

To drive the strategy, delivery and success of the Filmhouse Bar Café, with a view to establishing the venue as a premier culinary and social destination in Edinburgh, blending quality bar service and unique dining experiences to serve a wide and varied of audience of filmgoers, Edinburgh residents and other visitors. In doing so they will create a vibrant, welcoming and popular food and beverage space that will serve as a thriving social and community hub for people of all ages from morning until night, as well as providing revenue for Filmhouse and its charitable work.

About Filmhouse and Filmhouse Bar Cafe

Filmhouse cinema is run by Filmhouse (Edinburgh) Ltd. This company, which has charitable status, has run Filmhouse since its reopening in June 2025, and is distinct from the entity that ran Filmhouse on the same site from 1979–2022. The charity operates a subsidiary trading company, FEL-Trading Ltd (FEL-T) which runs the Filmhouse Bar Cafe with a view to generating revenue for the charity, as well as creating a vibrant social hub for audiences and other visitors.

The Filmhouse Bar Cafe has a long and beloved history in its own right, with a loyal and substantial regular clientele, and a history of being a place for everything from morning coffees and breakfasts to

busy working lunches, meetings of clubs and community groups, cinemagoers eating before and after screenings, and late night revellers enjoying Edinburgh's festival and culture scene.

Filmhouse is regarded as a key cultural institution in the City of Edinburgh and is funded by the City of Edinburgh Council (CEC) to deliver educational programmes and by Screen Scotland / Creative Scotland via Multi-Year Funding. Filmhouse consists of four cinemas, a Bar Cafe 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: Head of Hospitality

Location: Lothian Road, Edinburgh

Contract: Full-time, 37.5 hours per week. with flexible working (e.g. evenings, weekends, bank holidays) to effectively deliver the Filmhouse Bar Café operation

Benefits: Free cinema tickets, free meals whilst on shift, substantial F&B discounts, staff screenings and other benefits are offered alongside Filmhouse's salary and holiday provisions.

Reporting to: Executive Director, FEL Trading Ltd (FEL-T) Board.

Management of: Bar Manager, Head Chef, Kitchen Team, Hospitality Duty Managers, Hospitality Assistants.

Direct relationship with: Marketing Manager, FOH Manager, Programme Manager, Financial Controller, Technical Manager.

Functional relationships with: Various.

Salary: £38,000-40,000 (dependent on experience)

Person Specification

Essential:

- Experience in food and beverage management
- Confidence in improving and reporting on financial and operational performance
- Ambitious, imaginative and commercially astute
- A belief in the importance of community culture, fair working practices and inclusivity
- An understanding of what makes Filmhouse unique

Desirable:

- Experience in the cultural sector

Key Responsibilities:

- To lead on the strategic planning, operational delivery and financial management of the Filmhouse Bar Café, cementing the venue's place as a culinary and social destination serving a wide variety of filmgoers and communities from morning until night.
- To deliver a hospitality offer based on an excellent food and drink offer emphasising freshness, quality, and locally sourced produce and products, as well as quality bar service, unique dining experiences, and a warm, friendly atmosphere that balances operational efficiency with a sense of inclusion and community.
- To deliver demonstrable growth in the Filmhouse Bar Café's popularity from an already high level, delivering both strong, sustainable financial performance and memorable experiences for guests that complement the cultural mission of Filmhouse.
- To ensure the financial health of the Filmhouse Bar Café, including budgeting, forecasting, financial planning, and the close monitoring of costs, stock takes, cash flow and profit margin, establishing the correct processes, reporting structures and controls, ensuring the business contributes to the Filmhouse parent charity.
- To devise and deliver clear performance overviews to the Executive Director, FEL-T Board and wider Filmhouse team, based on organisational KPIs.

- To work closely with the Filmhouse Bar Manager, Head Chef and wider hospitality team to grow a dynamic, welcoming hospitality offer, demonstrating an aptitude for successful commercial delivery alongside an understanding of Filmhouse's cultural ethos and community values.
- To develop and maintain relationships with key suppliers, clients and partners of Filmhouse, including working closely with the Filmhouse Bar Manager and Head Chef to ensure robust processes are in place for monitoring supplier arrangements and contracts, ensuring that the Filmhouse Bar Café is getting the best value for money.
- To oversee the resourcing and development of the infrastructure of the Filmhouse Bar Café, including the sourcing, purchasing and maintenance of catering and bar equipment, furniture and fittings; including coordination with commercial contractors.
- To oversee the processes for hiring, training and managing the full Filmhouse Bar Café team, making sure that the Head Chef, Bar Manager and wider Duty Manager team are supported to oversee day to day to operations, supporting a well-trained, confident team capable of delivering maximum financial return alongside a welcoming, community atmosphere. This work will include strategies for driving improved performance, providing professional development opportunities, and achieving excellent levels of staff retention.
- To ensure that the Filmhouse Bar Café team are equipped to maximise menu delivery, food and drink service, the sale of cinema tickets and memberships, and the provision of refreshments and concessions to take into the cinema.
- To support the Head Chef and Bar Manager with menu planning (both and food and drink), including devising menus and their pricing, food and drink selections, and sourcing of stock and ingredients, negotiating and locking in deals with suppliers, feeding this planning into the Bar Café's wider business plan.
- Ensuring the Filmhouse Bar Café follows all health and safety, licensing and statutory protocols, with robust systems in place to support these areas
- Ensuring the venue has robust cash taking, record keeping, and financial reporting procedures.
- To work closely with the Head Chef, Bar Manager and Hires & Events Coordinator to further develop a delivery model for drinks receptions and other catered events that can be utilised for both Filmhouse events and private hires.
- Close collaboration with the Front of House Manager to ensure a seamless and excellent experience for all customers, whether they are engaging with the Filmhouse programme or hospitality offer; as well as working closely with the Filmhouse Executive Director, Front of House Manager, Team Coordinator and other staff to ensure that there is a shared 'one team' approach to strategic development and staffing at Filmhouse.

- To work with the Filmhouse General Manager, Bar Manager and Front of House Manager to contribute towards the management of Filmhouse's Point-of-Sale system (INDY), ensuring it is used to maximum effect, and that it is being effectively utilised to drive Filmhouse Bar Café business, monitor costs and report effectively on financial performance.
- Working alongside the Bar Manager as well as other senior colleagues to oversee the management of key building functions and building security, including (but not limited to) risk assessments, policy development and incident logs, keyholding, alarm function and maintenance, building closure, cashing up, cleaning, waste management and building maintenance, including the management of any specific staff where applicable.
- To work closely across the organisation to help drive the cinema's sales alongside F&B, including the sale of cinema tickets and memberships, raising donations, and concessions sales.
- To foster an inclusive workplace culture that promotes collaboration, creativity and respect for diversity, as well as ensuring compliance with legal, regulatory and ethical standards.
- To lead, support and develop the organisation's staff, promoting a positive and inclusive work environment, and following fair and equitable HR practices in recruitment, performance management and professional development, helping to deliver on Filmhouse's commitment to Fair Work principles.
- To act as the key representative of the organisation to the public and stakeholders, where appropriate, upholding Filmhouse's reputation in all circumstances.
- Promoting and supporting diversity, inclusion and environmental sustainability.
- Performing any other duties as may be reasonably required.

How to apply:

Application (CV and short covering letter) is via [Indeed](#). Applicants must also fill out our [Equal Opportunities Monitoring form](#). If you have any questions about this role you would like to discuss before applying, please get in touch at recruitment@filmhouse.org.uk

We will consider applications on a rolling basis, and we encourage early applications.