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ENGLAND**



Family Film Club Coordinator

Family Film Club is a free monthly event for local families held at our base Whitby Hall in Ellesmere Port. Showing 'U'-rated films, the event is held on the 3rd Saturday of every month with additional half term and holiday provision.

We are recruiting for a Family Film Club Coordinator to facilitate the smooth running of screenings and ensure the delivery of a high quality family audience experience.

Key Duties

- Opening, closure and management of the building throughout the event, liaising with the Action Transport Theatre Venue Manager prior to and following the event, as required
- Technical set up of screening equipment and running of film
- Supervising front-of-house volunteers and support staff including the arts and craft activities and provision of refreshments
- Welcoming audience members to Whitby Hall, introducing the film and providing any other info as and when required by ATT, including details on number of attendees
- Being responsible for the technical running of the film
- Packing away all technical equipment and supervising the pack away of all arts and craft and refreshments by the volunteers.
- Taking requests for screenings from audience members and assisting in putting together a programme for the next season

Skills and Experience

- Experience of working with the public and/or family audiences
- Experience of managing or working with volunteers
- Technical knowledge of video projection and sound
- Experience of managing front-of-house/public events
- Reliable and dependable
- A passion for film and the arts for young people and families
- Strong communication and organisational skills
- Ability to exercise initiative and take personal responsibility
- Ability to work well in a diverse team and cooperate with others
- Excellent timekeeping skills, conscientious and punctual
- An understanding of equal opportunities practices and interest in enabling more people to experience the arts
- Experience of working in a creative environment or arts venue



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Further Details

The film club will run from September 2018 and include a special event as part of October half term in 2018.

The Family Film Club Coordinator will be trained on the technical setup at Whitby Hall and all aspects of running the Film Club, to be organised at a convenient time in August.

This is a fantastic opportunity for anyone with an interest in film and the arts to deliver the film club and feed into the growth of this strand of work for ATT

Fee: £25 per hour / £100 per session/screening

Applying for the Role

Please send a CV and short covering letter, including a referee, outlining your experience and interest to Jess Egan-Simon, jess@actiontransporttheatre.org by **Monday 23rd July at 12 noon.**

Interviews will take place on **Monday 13th and Tuesday 14th August.**

ATT is a dedicated young people's theatre company and part of Arts Council England's National Portfolio. Our venue Whitby Hall offers local children and families opportunities to see diverse, world class theatre on their doorstep.

www.actiontransporttheatre.org