

## CINEMA ORGANISER

The Cinema Organiser works four days a week, assisted by the voluntary Cinema Committee. The position is on a self employed consultancy basis, that is you must arrange your own Income Tax and NI, and the current remuneration is £40 per day (under review). There is a maximum tenure of two years.

All staff are responsible to the Executive Committee of the L.F.M.C and must submit regular full monthly reports. They are also expected to present six - monthly reports and be responsible to Members at Annual and Extraordinary Meetings.

### RESPONSIBILITIES

#### 1) PROGRAMMING

The Cinema Organiser programmes twice - weekly screenings of experimental and independent film and related work, supported by and in conjunction with the Cinema Committee. The priority in selecting programmes should be to show contemporary cinema, alongside historical work, highlighting cultural relevance. Liaison with the LFMC Distribution Organisers with regard to the growing film library is vital within the programming.

The Cinema Organiser is expected to forge links with other related cultural institutions in liaison with the Cinema Committee.

There is an ongoing need to respond to enquiries and requests to view/ show new films from this country and abroad. Constant liaison with Film libraries (e.g;BFI) in London is required. When financially possible attendance at experimental film events in Britain and abroad to search for films may be required. In addition to the weekly screenings the Cinema Organiser is responsible for the annual presentation of Experimental Film Programmes in the London Film Festival.

#### 2) PUBLICITY

The Cinema Organiser ensures maximum publicity of events. This involves the production of a monthly (or alternative regular) Calender of events. Film texts and stills need to be collected, copy written up and prepared for the typesetters in conjunction with the Cinema Committee.

The distribution of the programmes to relevant venues, including continued updating of the mailing list is crucial. Optimum press coverage is needed, including weekly listings, urging reviews for Monthly magazines, and in liaison with the Distribution Organisers the arranging of press screenings.