

Charity no. 1035742  
Company no. 1730697  
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CINENOVA  
FEMINIST  
FILM  
+  
VIDEO

## Person Specifications

### Essential

- Demonstrable interest in contemporary visual arts, artists' moving image and feminism
- Ability to communicate effectively with a range of artists, partners and audience
- Excellent organisational skills and attention to detail
- Knowledge of Audio-Visual technologies
- Excellent IT skills
- Has initiative and the ability to learn quickly
- Experience of working to and managing budgets
- Knowledge of marketing, social media and audience development
- The ability to work well both as part of both a part of a small team and independently.
- Commitment to equal opportunities and increasing participation in the arts
- Excellent oral and written communication skills
- Experience with accessibility requirements and consideration of dis/ability and equity

### Desired (Not required)

- Experience working with artists and creative practitioners to deliver a commission
- Experience working with multiple venues, as part of touring programme, exhibition, or other activity
- Experience with video editing software, including captioning of files and watermarking

### Skills

- Familiar with G-suite, Vimeo and Wordpress
- Experience with Excel and other budgeting software
- Understanding of file formats relating to film and video