

Charity no. 1035742
Company no. 1730697
E: info@cinenoa.org

**CINENOVA
FEMINIST
FILM
+
VIDEO**

Job: Freelance Project Coordinator

Address	Cinenoa Waterlow Park Centre, Dartmouth Park Hill, London, N19 5JF, UK
Hours	2 days a week for a period of 8 months (August 2021 - April 2022)
Fee	£150 p/day, total £9600, for 64 days
Start date	Handover starting 9 August 2021

Application Deadline:

10:00am, 29 July 2021

About Cinenoa

Cinenoa is a volunteer-run charity preserving, presenting and distributing the work of feminist film and video makers. Cinenoa was formed in 1991 from the merger of two feminist distributors both formed in the 1970s in response to the lack of recognition of women in film. We continue this legacy supporting the distribution of womxn's film and video making it accessible to audiences, filmmakers, artists, community video makers, activists and educators.

Our public programme works to encourage dialogues with the works within the collection and connect the work to groups and organising represented in the films, including educational films for secondary schools, consciousness raising videos for underrepresented marginalised communities and groups, projects with community and women's centres, local libraries in parallel to art spaces, film festivals and academic contexts.

Role

2021 marks the 30th anniversary of Cinenova as an organisation, which launched at the ICA in 1991. To acknowledge this anniversary and continue preserving the collection, Cinenova will digitise ten works that currently exist on precarious film prints and of which we only have compromised digital versions. The selected films are produced from national and international contexts addressing representation of gender, race, sexuality, health and community.

The digitised works will tour the UK at a number of partner organisations, supported by a programme of Response Commissions from artists/curators/writers/practitioners. The role of the Project Coordinator would undertake the responsibility of managing the administration involved in: overseeing the digitisation of ten works from the collection; working with the organisation Collective Text to caption the films; liaising with the ten commissioned responders; and working with the ten UK arts organisations involved in the national tour, including a strand at the ICA to mark the anniversary.

This role requires some in-person hours in London throughout the eight month period, but will largely be remote. The candidate will need to be UK-based. Unfortunately, internationally-based applicants will not be considered.

Responsibilities

- Managing the overall delivery of the project
- Participation in fortnightly meetings with the Cinenova Working Group to feedback progress, and agree strategy
- Regular communication by email, phone, or zoom with a member of the Working Group to mediate queries or support
- Managing workflow of digitisations with film scanning facility
- Liaising with Collective Text on the captioning of the films
- Coordinating the commissions and liaising with artists
- Liaising with the partner venues on delivery of the films and commissions
- Managing budgets and payments
- Coordinating with the design team to deliver design templates, identity and website
- Overseeing marketing and social media in dialogue with the partner venues
- Manage and collate user monitoring for evaluation of the project

Cinenova particularly welcomes applications from global majority candidates, people from low income backgrounds, disabled people and those who identify as LGBTQ+.

Application

Your application must include:

- A covering letter – stating why you wish to apply and outlining your relevant skills
Please limit your response to no more than 2 sides of A4.
- A CV – detailing your relevant educational and professional experience.
- A completed Equal Opportunities Monitoring Form

Please email your completed application to cinenova@gmail.com by **10AM on 29 July 2021.**

Shortlisted candidates will be notified week commencing 2 August, with interviews on 5 August 2021.

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