



Dundee Contemporary Arts

Role Details	
Job Profile:	Cinema Young Audiences Coordinator (Maternity Cover)
Department:	Cinema
Hours:	35 hours per week, including some weekend and evening work
Salary:	£27,904.68 (FTE)
Contract Type:	Fixed term - 6 months, with the possibility of extension up to a total of 12 months
Reporting to:	Head of Cinema
Direct Reports:	Volunteers
Location:	DCA Building with some home working available as per the Hybrid Working Policy

The Role	
Job Purpose:	<p>The Cinema Young Audiences Coordinator (Maternity Cover) role forms part of DCA's Cinema Team and will be responsible for engaging children, families and young audiences with DCA's Cinema programme through screenings, festivals and education initiatives that support DCA's mission, vision, aims and values.</p> <p>The programme for this year's Discovery Film Festival will be confirmed in April, so this will role be responsible for the coordination and delivery of the festival, as well as year-round initiatives such as Discovery Family Film Club, Discovery Young Programmers, and the distribution of Discovery films.</p> <p>Close working with DCA's Head of Cinema, Head of Learning and Communications Team, as well as collaborating with external support networks and partners, will be key to ensuring DCA Cinema's young audience engagement remains a model of excellence regionally, nationally and internationally.</p>
Key Outputs & Accountabilities:	<ul style="list-style-type: none">• To coordinate and manage the delivery of this year's Discovery Film Festival (October 2026)• To plan and manage a volunteer scheme to support the delivery of Discovery Film Festival• To coordinate and deliver DCA's Discovery Young Programmers scheme• To coordinate a network of teachers to create education resources for Discovery Film Festival

	<ul style="list-style-type: none"> • To coordinate and introduce monthly Discovery Family Film Club and Relaxed screenings • To coordinate and manage the distribution of Discovery films to partner venues across the UK • To work with the Communications team to develop plans for the marketing and promotion of Discovery Film Festival, Discovery Family Film Club, and other related initiatives • To support DCA's engagement with young audiences through its general cinema programme • To maintain relationships with schools and other education networks to maximise potential for year-round young audience engagement with DCA's Cinema programme
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Person Specification	
Essential:	<ul style="list-style-type: none"> • Demonstrable ability to plan, organise and deliver projects of varying sizes and with competing deadlines • Knowledge of the processes involved in delivering a programme of cinema exhibition • Excellent communication skills with an ability to work well independently, as well as part of a team and a wider organisation • A proven ability to prioritise, demonstrate commitment, and take a creative approach to problem solving • Experience of managing and monitoring budgets to meet financial targets • Experience of working with and/ or developing young people's skills

Please note we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.

The job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the role.

How your information will be used

In order to progress your application, for administrative purposes, DCA will record, keep and hold the personal data which you have provided in this application stored in our HR files. Your data will not be transferred to any third parties outside of DCA. If you are successful DCA will retain this data as part of your employee record which will be stored on the basis of our Privacy Policy. In the event your application is unsuccessful, we will hold the application and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it. If you have any questions about DCA's use of data please contact us.