

Project Manager Job description

Job description

A key position amongst the core staff at the UNIC office in Brussels, the role of the Project Manager develops and implements key association projects and workstrands in collaboration with the association's CEO and the Senior Industry Relations & Research manager. The role requires regular representation on behalf of UNIC with key industry stakeholders and partner organisations.

About the International Union of Cinemas

The Union Internationale des Cinémas/ International Union of Cinemas (UNIC) is the Brussels-based international trade association representing cinema operators and their national associations across 39 European territories. UNIC works closely not just with its members but also with European institutions and diverse stakeholders to promote the social, cultural and economic value of cinema exhibition in Europe.

About the role

CineEurope

CineEurope is the largest cinema conference in Europe, and UNIC's annual convention, attracting over 3,000 international cinema professionals to Barcelona each year. The Project Manager co-organises and promotes CineEurope, through:

- Designing and implementing the UNIC marketing plan for CineEurope;
- Promoting CineEurope together with our partners: promotion material, press releases, emails, social media;
- Encouraging and facilitating attendance by cinema operators across all UNIC territories;
- Coordinating all logistics for UNIC meetings and awards;
- Developing with colleagues an engaging and innovative programme of seminars and panels;
- Supporting management of the budget.

Cinema Days

Cinema Days is UNIC's annual meeting in Brussels, taking place in the Autumn and attracting over 150 UNIC members and industry partners. The Project Manager supports UNIC Cinema Days through:

- Organising all logistics for the event – selecting a date, coordinating attendees' lists, invitations, venue, travelling and hotel;
- Managing and monitoring the budget;
- Developing and co-producing seminars and panels in collaboration with colleagues.

UNIC Women's Cinema Leadership programme



UNION INTERNATIONALE DES CINÉMAS
INTERNATIONAL UNION OF CINEMAS

In 2017 UNIC launched the Women's Cinema Leadership mentoring programme, a unique programme bringing together high calibre female executives in the industry with proven female industry leaders for a structured programme of mentoring and support. The Project Manager supports the programme, now in its fifth edition, through:

- Coordinating the scheme – outreach to potential mentees and mentors, matching process in collaboration with colleagues, regular phone calls with mentoring pairs to monitor progress, newsletter;
- Designing and implementing the mentoring guide and other supporting documents;
- Organising two get-togethers per year (at CineEurope and Cinema Days) including logistics, agenda and topics;
- Coordinating promotion of the programme by partnering with key publications, writing and publishing articles, taking part in panels;
- Monitoring the budget and feedback on the scheme.

Policy

Given the diverse range of issues on which UNIC is called upon to support its members, there are always opportunities to get involved in and provide ad hoc support on policy issues, including:

- Monitoring key policy developments;
- Networking with policy stakeholders and partner organisations to increase the position and impact of UNIC.

About you

- Prior event management experience required;
- Understanding of EU decision making processes and EU institutions;
- Motivated, analytic, organized;
- Team player with strong interpersonal skills;
- A keen interest in the economic, cultural and legal dynamics that influence cinemas and the creative industries;
- Experience and relationships in the cinema sector are desirable but not essential;
- Excellent command of English and at least one other European language;
- Willingness to travel.

What we offer

- The job is based in the UNIC office in Brussels, Belgium. We operate on a hybrid working model, partly from the office (at least 50% of the time) and partly remotely
- Full-time position
- Salary based on experience coupled with various benefits.
- Starting date: from July 2022

Please send your CV and cover letter to lhoulgatte@unic-cinemas.org by 31 May. Interviews will take place in person, in Brussels, on Monday 13 June.