



Initiatives of Change UK - Job description

Film Launch Project Manager

Job title: Film Launch Project Manager

Reporting to: Film Launch Project Coordinator

Term: 42 days over a five/six month period fixed-term, self-employed contract

Pay: £100 a day

Location: 24 Greencoat Place, London SW1P 1RD

Job description

The Project Manager has a key role to play in planning and organising the launch of "[The Man who Built Peace](#)", a documentary about Frank Buchman, one of the great peacebuilders of the 20th century and the founder of Initiatives of Change. The world premiere of the film was at the Illuminate Film Festival in America in June 2017. The UK launch of the film in London is planned for June 2018, as well as a screening tour of the film in 8 cities across the UK. We are looking for a dynamic candidate to fill this post.

Main Responsibilities and Duties

Reporting to the Project Coordinator, the Project Manager will undertake the following tasks:

- liaise with the planning team, partners, collaborators and venue
- liaise with the marketing and communications coordinator
- help with the crowdfunding drive
- create and manage lists
- support the Project Coordinator with communications and other tasks

Person Specification

- Excellent command of English
- Good communication skills
- A good networker and capacity for reaching young people
- Knowledge and experience of event management but who is looking for some valuable further experience
- Knowledge and experience of MS Office, Mac/Windows, Eventbrite, Mail Chimp

How to apply:

Please send a supporting statement and CV outlining your experience to careers@iofc.org with the subject line: 'Film Launch Project Manager' by 5pm on 15 January 2018. The applicant must have the right to work in the UK.

Interviews for successful applicants will take place from on 18 January 2018.