

Culture & Place Manager: Spotlight 0.6 FTE

Role Description

Based at Creative Kernow, in Cornwall, and working closely with the Film Hub Southwest team, the post-holder will lead the BFI Spotlight Programme for North & East Cornwall and Camborne and Creative Kernow's social cinema programme C Fylm. The role will sit within the Culture & Place team at Creative Kernow.

The key tasks and responsibilities are:

Partnerships and Stakeholder Management

- Convene the Spotlight Advisory group, holding the relationships with Film Hub Southwest and Screen Cornwall
- Chair and lead the Spotlight Partnership group – convening regional partners and stakeholders to increase networks and skills sharing
- Identify and develop partnerships working towards an inclusive public programme that engages new and diverse communities in a broad range of British independent and international cinema
- Establish and facilitate knowledge exchange amongst delivery partner organisations and volunteer promoters through designing, and delivering, a programme of responsive training and networking opportunities

Programme Design & Delivery

- Strategic lead for Spotlight Cornwall and C Fylm, responsible for managing programme design, delivery, partnerships and evaluation to a high standard
- Lead on the planning and delivery of cinema screenings, when appropriate, including programming, guest liaison and hosting work
- Recruit and manage freelancers as necessary to deliver events and screenings
- Manage the full operational cycle of the project: contracting, scheduling, logistics, budgets, supporting promotion, risk assessments, safeguarding compliance and quality assurance
- Lead on evaluation and impact measurement of Spotlight Cornwall — collecting audience and participant data, analysing outcomes and translating findings into clear reports for funders, the Board and the wider team

- Work with the Film Hub Southwest and partners to promote public facing activity to new and diverse audiences
- Attend screenings to monitor the scheme and support venues and promoters
- Responsible for risk assessments and contracting of partners, with due care of safeguarding
- Follow Creative Kernow's Equal Opportunities Policy and uphold our commitments to Equity, Diversity and Inclusion, helping to nurture an inclusive programming and staff culture.
- Follow Creative Kernow's Environmental Policy, minimise individual environmental impacts and be committed to ongoing improvements and good practice

Film Ecology and Shared Learning

- Feed intelligence from the BFI Film Audience Network, Spotlight delivery partners and local communities back into the Culture & Place team — contributing knowledge of Cornwall's film ecology and underserved audiences to the vertical's wider thinking and planning

Community Access and Capacity Building

- Design and deliver Spotlight activity that genuinely reaches new and underserved audiences in North and East Cornwall and Camborne — prioritising access, local relevance and cultural diversity in every screening and event, and building the capacity of partners to sustain that reach beyond the programme
- Grow and diversify C Fylm audiences building the capacity of promoters and refining systems to increase access

Wider Team and Knowledge Sharing

Culture & Place — Vertical Contribution

Work with the Director of Cultural Development and the wider team to develop, strengthen and deliver Creative Kernow's cultural strategy

Participation, Access & Community Engagement

Champion broad and genuine participation across Creative Kernow's cultural work — ensuring programmes reach diverse communities, widen access and deliver meaningful engagement.

Income, Fundraising & Financial Sustainability

Contribute actively to the income and financial sustainability of the Culture & Place vertical — supporting fundraising, identifying income opportunities and maintaining strong financial practice across programmes.

Cross-Organisational Working & Strategy & Delivery Groups

Operate as a full member of the Creative Kernow team — working across verticals through Strategy & Delivery Groups, where relevant, and contributing to the 'one organisation, one team' way of working.

Undertake any other activities reasonably required in line with the role and the organisation's needs — this is a flexible, evolving role in a dynamic organisation. The post involves flexible working and will require some work in the evenings and weekends. Travel to locations within Cornwall will be required as part of this role.