

**Job Title: Publicist**

**Department: Publicity, Lions Gate UK Ltd**

**Line Manager: Senior Publicist, Publicity**

**Department Head: Lorna Mann, Senior Vice President, Publicity**

**Location: London, UK**

**Lionsgate is a leading global filmed entertainment studio and is a major producer and distributor of motion pictures, home entertainment, television programming, video on demand and digitally delivered content and is at the forefront of driving growth from digital platforms. The chosen candidate will support the UK Publicity Team, and assist in the creation and implementation of theatrical, home entertainment and awards publicity strategies.**

**KEY RESPONSIBILITIES**

**CORE Job Functions**

* To promote Lionsgate UK titles during their home entertainment campaigns through non paid for means
* To enhance and complement the above-the-line activity for each campaign

**Publicity Campaigns**

* Assists in the carrying out Publicity campaigns for home entertainment releases and provides input and support to theatrical releases for Lionsgate UK alongside senior members of the team
* Manages external agencies to ensure campaigns are carried out to a satisfactory standard
* Arranging and organising internal and external meetings, keeping notes up to date
* Compiling internal weekly update for home entertainment campaigns
* Ensuring theatrical titles are handed over properly from relevant team (agency or in-house)
* Maintenance of publicity mailing list alongside Publicity Assistant
* Supporting our awards team at appropriate times of the year.
* Other duties within the scope and spirit and purpose of the job as outlined by Supervisor

**Accounting Systems**

* Working with the Publicity Assistant to manage budgets and attributing costs to the relevant P+A and suppliers.
* Working with the Publicity Assistant to create Invoices for recharges and issuing to accounts for processing.
* Working with the Publicity Assistant to reconcile Invoices.

**Material Delivery & Screenings**

Working with the Publicity team, together, you are responsible for:

* Ensuring Trailers, Clips, EPKs and any other video material is obtained in good time from the operations team and uploaded to our hosting sites
* Ensuring Synopsis, Production Notes, Press releases and any other printed material is obtained in good time from ops teams and uploaded to our hosting sites and publicity site if relevant
* Material deliveries to agencies and suppliers.
* Liaising with the FDA to book in official press screenings for all titles.
* Booking screenings and managing all aspects of the screening including but not limited to inviting press, booking security and any catering needs.
* Creating invites for screenings and events and ensuring correct approvals have been obtained.
* Ensuring the Ops teams and sales teams are across all screenings admin in good time ahead of screenings and events.

**Premieres / Events / Press schedules**

Working with the Publicity team, together, you are responsible for:

* Assisting with all logistics planning.
* Assisting with press office duties during talent visits / interview schedules
* Assisting with ticket collections for events and guest list management
* Any adhoc tasks required at the time

**Required Skills and Knowledge**

* Two year’s experience working in similar role
* Highly organised and capable of working under pressure
* Good presentation and communication skills
* Ability to problem solve effectively
* Excellent attention to detail
* Works collaboratively with all stakeholders
* Strong knowledge of film
* Strong Excel skills
* Drive, tenacity and commitment to the job in hand
* High level of initiative
* Concur / SAP experience ideal

***We look for candidates who are able to demonstrate the Lionsgate values:***

* ***Collaborative*** *- a great team player who works well alongside all stakeholders*
* ***Passionate*** *- an ability to enrol, involve and motivate others with your ideas and plans*
* ***Innovative*** *– a creative flair, with the ability to think differently and offer new solutions and ideas*
* ***Inspiring*** *– demonstrate drive, tenacity and commitment to the job in hand*
* ***Integrity*** *– remaining true to the company’s values and always acting with positive intent*