**Job Title: Publicist**

**Department: Publicity, UK**

**Line Manager: Senior Publicist, 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 INCLUDE**

* 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 of 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 and ROI is achieved
* 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.

**Corporate Publicity**

* Assists with the Publicity of Lionsgate as a Corporate brand
* Drafting press releases regarding the business as a whole, including new deals or outstanding Box Office performances

**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

**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.

**Required Skills: and Knowledge**

* Ability to demonstrate experience within a 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

***Our objective is to source candidates who demonstrate our global values:***

***Resourcefulness*** *– We redefine what is possible.*

***Innovation*** *– We challenge the status quo in order to foster bold thinking and outcomes.*

***Collaboration*** *– We connect people and ideas to ensure all voices are heard.*

***Inclusiveness*** *– We pursue and embrace diverse talent and perspectives.*

***Empowerment*** *– We equip and entrust our people to cultivate growth and advance our mission.*

***Integrity*** *– We respect all individuals and honour our commitments to one another.*