

September/October 2025

Dear Applicant

**Re: Head of Programming**

Thank you for your interest in working with us at Showroom Workstation.

Our organisation comprises The Work Station, which is a large managed office space and conferencing facility, and the Showroom Cinema and Café Bar.

Showroom Cinema is one of Europe's largest multi-screen independent cinemas and has been bringing the best in world cinema and cultural programming to the people of the city for thirty years. A charitable organisation, Showroom is home to renowned international events and festivals including the Children's Media Conference and Sheffield DocFest. We also produce unique and sell-out celebrations of cinema, such as Celluloid Screams and the recently introduced Sheffield Film Festival. As a leading cultural organisation for film, Showroom co-leads Film Hub North and runs several talent initiatives funded by the British Film Institute (BFI). We are part of a strong and vibrant cultural sector in the city.

This is an exciting time for the organisation, in the last year we have redeveloped our Board and I have joined the organisation as the new Chief Executive. We have been celebrating our 30<sup>th</sup> birthday and are about to begin a major capital project to restore our art deco building in partnership with Sheffield City Council. This autumn we will begin re-applying to the BFI Audiences Project Fund for a 3 year programme of activity, therefore enabling the successful candidate the opportunity to shape the future vision for the programme.

As someone who has recently joined the company I have encountered a warm welcome from the city's cultural organisations, passionate audience members and a deep love of the building and it's offer. The cultural climate for all cultural organisations is challenging, and as an organisation we have areas to develop, but alongside the successful candidate and our friendly team, I plan to develop new partnerships and excellent practice and build on the success of the last 30 years.

For your consideration we are pleased to enclose the following documents:

**Job Profile** – with more information about the role

**Showroom Work Station Briefing** – with more information about the company

**Application Form** – for you to complete if you wish to apply for the position

**Equal Opportunities Monitoring Form** – to complete and include with your application.

If you need any of these documents in alternative formats, please get in touch and we will assist you. If you have access requirements for interviews, we will discuss these with you if you are shortlisted for the position.

For this role we are open to considering applications from job share applicants, those who wish to work flexible, or alternative hours and hybrid working. Please specify any such preferences in your application.

Completed applications should be emailed to [reception@showroomworkstation.org.uk](mailto:reception@showroomworkstation.org.uk).

If you would like an informal conversation with me about this role, prior to applying, please contact Richard Rawson on [richard.rawson@srws.org.uk](mailto:richard.rawson@srws.org.uk) and he can arrange it.

Please note that the closing date for the submission of completed applications is **Sunday 12<sup>th</sup> October 2025** and that interviews are expected to be on **Wednesday 22<sup>nd</sup> October 2025**.

Many thanks for your interest in this position.

Yours faithfully

Victoria Firth  
Chief Executive