



Strategic Partnerships Coordinator

The Strategic Partnerships Coordinator will be a dynamic, energetic, and organized contributor to Fathom Event's growing Strategic Partnership team. This position is responsible for the maintenance and upkeep of theater data including all pre-or post event analysis, circuit overview tracking and theater performance. The Strategic Partnerships Coordinator will also ensure that Fathom's exhibition partners have access to all available marketing materials through regular upkeep of the Marketing Resource Center and bi-weekly distribution of in-theatre trailer drives.

Key Responsibilities

- Responsible for post-event Flash reporting and maintaining exhibitor performance records for both fathom and non-fathom events
- Create and manage monthly Circuit Strategy Call agendas and recaps
- Assist with new theatre onboarding and training initiatives
- Assist with the bi-weekly distribution of DCP trailer drives to expand Fathom's on-screen marketing efforts
- Ensures marketing resource center is current with all available marketing materials
- Data analysis to identify key-theatres and theater issues, monthly and year over.
- Monitor new exhibitor inbox and field new partner inquiries including pricing, technology, and availability.
- Additional duties to be assigned as needed.

Basic Qualifications

Bachelor's Degree

Minimum 1-2 years' experience in Sales/Client Management preferably in Studio, Distribution, or Exhibition

Extensive Excel, PowerPoint, Word, Outlook and data base management skills

Impeccable attention to detail with regards to data entry and data management

Self-starter, motivated, proactive, dependable, flexible

Excellent organizational and project management skills

Excellent written and verbal communication skills

People-oriented, strong collaborator and team player

Able to handle multiple tasks and assignments

Resourceful, innovative and responsive to change

Passion for film, event cinema and entertainment

Prior experience with Rentrak (ComScore), IMDB, etc. is a plus

Desired Qualifications

Familiarity with emerging digital media platforms and technology

Ability to work within a cross-functional team, building strong relationships across a sales/distribution/marketing organization

Entrepreneurial, creative, "out of the box" thinker comfortable in a flexible, fast moving environment

Demonstrated strong quantitative, financial and analytical skills