

diff

Dublin International
Film Festival



dublinfilmfestival
www.diff.ie

INTERNSHIP

Junior Programmer &
Administration Assistant



INTERNSHIP:

Junior Programmer & Administration Assistant

We are looking for a motivated and energetic individual who will be a key member of our festival team. This is an exciting, dynamic role working across Administration and Programming.

The role's dual functions will allow the right candidate to learn about the workings of all aspects of a film festival by providing administration support to the Executive Team, and by working closely with the Executive Festival Director who has core responsibility for Programming.

Reports to: Executive Festival Director, Festival Manager

Works directly with: The Executive Team: Executive Festival Director, Festival Manager and Head of Commercial & Marketing.

Benefits/Package: €23,200 per Annum.

The position is offered as a one-year fixed term contract with a one-month probationary period.

The holiday year runs from 1st January to 31st December, and you will be entitled to 25 days annual leave pro-rata plus public holidays.

Duration: July 2024 – June 2025 (Note: as this is an internship position, it is preferred that the successful applicant return to third level education in September 2025 or is a recent graduate from third level)

Location: The role will be based in The Digital Hub in Dublin, D8.

Office hours are 9.30 – 5.30 Monday to Friday. However, due to nature of the Festival, evening and weekend work (in the run up to and during the festival) forms a natural part of the role. The Festival values and provides flexibility.

Dublin International Film Festival

Dublin International Film Festival (DIFF) is Ireland's premier film event, dedicated to presenting the best in contemporary and classic world cinema. It brings the world to Ireland, and showcases Ireland to the world. With a rich history spanning several decades, DIFF showcases a diverse selection of films, hosts industry events, and fosters a vibrant film culture in Dublin.

Over the past 22 years, it has screened more than 1,600 international films from over 52 countries. The Festival has hosted over 600 high profile guests, including Al Pacino, Angela Lansbury, Brendan Gleeson, Daniel Day-Lewis, Danny DeVito, Ennio Morricone, Joss Whedon, Julie Andrews, Kristin Scott Thomas, Stanley Tucci, and Stellan Skarsgård.

The 2024 festival welcomed 19,200 people across 10 days, screening 138 films from 50 countries, shown across 14 venues, and featured an expanded programme with 16 public events, 15 industry events, and 40 post-screening Q&As.

As the organisation continues to develop, so does its year-round activity. This role will work with the Festival Director, Festival Manager, Head of Commercial and Marketing, Marketing Coordinator; and a large festival team from October when planning and delivery scale up.

**Watch our
2024 wrap
video here**

Hugo Weaving
Actor

0:30 / 3:12



Role & responsibilities

Programming

- View submitted films when required, write viewing notes, champion films, and be part of the decision-making process
- Maintain and update the festival databases (Filmchief & Filmfreeway)
- Assist Executive Festival Director in management of Film Screeners
- Booking and liaising with hosts and guests of Q&A panels
- Liaising with Festival Awards Juries
- Introduce films at the Festival and occasionally host Q&As
- Support Festival and Event delivery as appropriate
- Assist with overall planning, scheduling and delivery of the 2024 festival and associated events and programmes
- Assist with Post Event Reports (PERs)
- Assist with planning & execution of DIFF's outreach and development programmes

Administration

- Provide administrative support to the Executive team, which consists of the Executive Festival Director, Festival Manager and Head of Commercial and Marketing
- Answer office phone and manage core communications
- Create and distribute agendas for meetings
- Generate Purchase Orders following the organisation's standard financial procedures
- Provide customer/audience support where necessary

Qualifications / Experience

- Film student or Business student
- Proficient in Microsoft Office
- Basic design skills desirable
- Event management experience desirable

Other Requirements

- Passion for and understanding of film
- Good organisational skills
- Good attention to detail
- Ability to multi-task and work on own initiative
- Honest & Trustworthy

How To Apply

Send a CV and cover letter outlining your experience for the role to **jobs@diff.ie**.

Deadline: Friday 21st June 2024, 5pm.

Applicants must be eligible to work in the Republic of Ireland

We particularly welcome applications from people who identify with groups that are under-represented in the arts community, including people with disabilities, those from Black, Asian and minority ethnic communities, and people from low socio-economic backgrounds.

We are happy to adjust the role to meet any accessibility requirements needed.

