

A photograph of a man in a brown jacket and blue shirt smiling while being interviewed. Several microphones are held up to him, including one with 'JOE' on it, one with 'HOT PRE', and one with a 'G' logo and 'GoLocal'. In the background, a woman with red hair and glasses is also visible. The scene is set at night with warm lighting.

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Dublin International
Film Festival

RECRUITMENT PACK
FESTIVAL PRESS & PR COORDINATOR

OUR STORY

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**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 23 years, it has screened more than 1,700 international films from over 52 countries. The Festival has hosted thousands of high profile guests, including Jessica Lange, Ed Harris, Ralph Fiennes, Al Pacino, Kristin Scott Thomas, Daniel Day-Lewis, Steve McQueen, Danny DeVito, Ennio Morricone, Julie Andrews, Angela Lansbury, Stanley Tucci, and Stellan Skarsgård.

The 2025 festival welcomed over 22,000 people across 11 days, screening 147 films from 35 countries, shown across 6 venues, and featured an expanded programme with 19 public events, 20 industry events.

OUR MISSION

Dublin International Film Festival presents a distinctive selection of Irish and international film in an elevated, accessible cinema experience to diverse audiences

It celebrates and supports the art and craft of world-class filmmaking and enhances the cultural capital of our society

OUR VISION

To be a world-class, destination film festival

To be a trusted advocate for Irish film

To cultivate greater access and year-round opportunities for people watching and working in film

To support and connect emerging artists and new audiences

OUR VALUES

PASSION

DIFF is driven by a passionate belief in the power of film, drawn from its many genres and source cultures. DIFF is a devoted champion of, and advocate for, Irish cinema. It is committed to introducing Irish audiences to provocative, inspirational and thought-provoking international cinema.

RESPECT

Trust and mutual respect are central to DIFF's relationships with its audiences, filmmakers, supporters and stakeholders.

EXCELLENCE

DIFF is committed to the delivery of best-in-class programming as well as high-quality, diverse audience and filmmaker experiences.

INNOVATION

DIFF utilises the most innovative technologies and strategies available to curate and present the ever-changing art form of the moving image for its audiences.

REPRESENTATION

DIFF is an inclusive and diverse organisation that promotes and delivers equality of opportunity regardless of race, ethnicity, religion, gender or sexual orientation across all its activities, from programming and audience development to employment policies.

SUPPORT

DIFF supports the work of filmmakers and facilitates the development of film practitioners by showcasing talent, spearheading learning opportunities and providing forums where valuable new working relationships can be formed.

ACCESSIBILITY

DIFF values accessibility in all forms, ensuring that all communities can access our programmes. DIFF has piloted captioned screenings and engages with specific communities with discounted and free ticket giveaways as policy.



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PURPOSE OF THE ROLE

The Festival Press & PR Coordinator will support the Festival Publicist and work closely with DIFF's Press & Marketing team to achieve the festival's press objectives. The role includes managing press relations, coordinating with media partners, and overseeing key publicity activities to increase awareness and engagement with both domestic and international audiences.

This position offers a unique opportunity to work in the heart of the Irish film industry and contribute to the growth and success of a world-class film festival.



KEY RESPONSIBILITIES

- Assist the Festival Publicist in implementing DIFF's PR strategy with a strong focus on national press engagement.
- Coordinate with media partners across print, radio, and digital outlets, maximising coverage through placements and interviews
- Manage relationships with international press contacts, ensuring they have access to necessary assets and logistical support and appropriate hospitality when at the festival.
- Oversee red carpet events, managing schedules, media attendance, and talent interactions – ensuring a seamless and professional experience.
- Liaise with distributors, studios, and filmmakers to manage and share film assets, adhering to brand guidelines.
- Draft press releases and copy for specific films and festival events as directed by the Festival Publicist.
- Maintain and develop press contact lists and ensure effective communication with media partners.



KEY RESPONSIBILITIES

- Coordinate press activities onsite, handling media enquiries, photographer scheduling, and distributing press kits as needed.
- Support press events, including media calls and junkets by managing logistics and overseeing onsite activities.
- Compile press clippings, festival photography, and media evaluation reports post-festival.
- Contribute to weekly reports on PR campaigns and activities.



EDUCATION & EXPERIENCE

- Minimum 2 years' experience in a press or PR role, ideally in the film or entertainment sector.
- Strong communication skills and experience managing relationships with press and multiple stakeholders.
- Skilled at drafting and editing professional press materials with attention to detail.
- Knowledge of cinema and entertainment media is highly advantageous.
- Strong organisational skills to manage scheduling, lists, and event coordination.



SKILLS & EXPERTISE

- Excellent written and verbal communication skills, with the ability to create compelling content for diverse audiences.
- Excellent organisational and project management skills, with the ability to multitask and meet deadlines in a fast-paced environment.
- Creative thinking and problem-solving abilities.
- Highly attuned attention to detail and commitment to maintaining brand consistency.
- Collaborative team player with the ability to work effectively with cross-functional teams.
- Strong interpersonal skills, with the ability to engage with stakeholders, partners, and external vendors.
- Ability to adapt to changing priorities and work independently when necessary.



PERSONAL ATTRIBUTES

- Enthusiastic and proactive approach to work.
- Adaptability and willingness to learn new skills.
- Passion for film, arts, and culture and knowledge of film sector in Ireland
- Creative mindset with a flair for storytelling.
- Strong sense of initiative and self-motivation.
- Professional demeanour and ability to represent the organisation effectively.
- Cultural sensitivity and awareness of diverse audiences.





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KEY INFORMATION

REPORTING TO	Festival Publicist
KEY RELATIONSHIPS	Director of Commercial & Marketing, Marketing Manager, Festival Marketing Coordinator
SALARY	€600 per week
CONTRACT	w/c 8 December 2025 - 1 April 2026
DEADLINE	4 November, 12:00 Interviews 12 November in Dublin
START DATE	w/c 24 November 2025
PLACE OF WORK	Dublin International Film Festival Office, Digital Hub, Thomas Street, Dublin Various Festival venues from 19 Feb - 1 March 2026



HOW TO APPLY

Please send CV and a covering letter (max 2 A4 pages) outlining your interest and experience to **jobs@diff.ie** with the subject line 'Festival Press & PR Coordinator application'

Interviews will be held in Dublin on Wednesday 12 November

Deadline to apply: 4 November, midday

Applicants must be eligible to work in the Republic of Ireland.

Dublin International Film Festival is an equal opportunities employer and welcomes applicants from all backgrounds, ethnicities and communities.