



The background image shows a person in a green jacket in the foreground, holding a smartphone to take a photo of a panel discussion on a stage. The stage is lit with blue light, and a large screen in the background displays the text 'diff', 'Ireland-France Co-Production Day', and 'Film Festival'. The audience is visible in the foreground, and the stage is populated with several people sitting on chairs.

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Dublin International
Film Festival

**EVENTS COORDINATOR
RECRUITMENT PACK**

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

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.

The Events Coordinator will liaise with the Festival Director on delivery of the public and industry series of events for the 2026 Festival, including screenings, Q&As, workshops and panel discussions.



KEY RESPONSIBILITIES

- Delivery of both public and industry focused events as part of the festival including setting up and managing participants and panels.
- With the Executive Festival Director, book hosts and manage post screening Q&As, workshops and panels.
- Coordinate juries for all competitions.
- Assist the Programmer with co-ordination the First Frame film student programme and related Education events.
- Organise and manage the DIFF 2026 launch event, Opening & Closing Night events, VM Discovers reception and DIFF Awards event including managing budgets for each.
- Work with Marketing and Publicity teams regarding promotion and marketing materials for all events.
- Work with Production Manager to ensure delivery of events.
- Deliver detailed itineraries and budgets for each event.
- Complete detailed reports on each event.



ESSENTIAL SKILLS

- Event Management experience
- Excellent attention to detail
- Knowledge of the Irish film industry
- Technology-focused and skilled in the Microsoft Office Suite
- Strong Project Management Skills
- Ability to multi-task and work on own initiative





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KEY INFORMATION

REPORTING TO	Executive Festival Director
SALARY	€500 per week
WORK PATTERN	Full Time
DEADLINE	5pm, 3 October 2025
START DATE	17 November 2025
END DATE	13 March 2026
PLACE OF WORK	Dublin International Film Festival Office, Digital Hub, Thomas Street, Dublin & Festival Venues



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 'Events Coordinator application'.

Deadline to apply: 5pm, 3 October 2025

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

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