

A group of people, mostly young adults, are shown from the waist up, clapping enthusiastically. They are dressed in semi-formal attire, including dresses, blouses, and jackets. The background is dark with a faint, glowing sign that reads "The art of film". The overall atmosphere is celebratory and lively.

diff

Dublin International
Film Festival

FESTIVAL MANAGER
RECRUITMENT PACK

OUR STORY

diff

**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.



“

For nearly 25 years, DIFF has brought the best of world cinema to Dublin and Irish audiences. It's launched the new films of Irish filmmakers on the world stage. Each year, a brilliant team collaborate on the selection, presentation and promotion of these films and the creative talent involved. We are excited to meet our new Festival Manager who will work with us to shape the next chapter of this world-class festival.

”



Gráinne Humphreys
Executive Festival Director



Trish Long
Chairperson

“

At DIFF, we are immensely proud of the passion, creativity and excellence that drive every aspect of our work. None of this would be possible without the extraordinary people who bring the festival to life each year. As part of the small but mighty core senior management executive team, the Festival Manager role is central to that achievement – ensuring our programmes run seamlessly, our teams are supported, and our audiences and partners experience DIFF at its very best. We welcome applications from those who share our love of cinema and our commitment to collaboration, innovation and excellence.

”



diff
Dublin International
Film Festival



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 Festival Manager will lead on developing and delivering a clear timeline and work plan for DIFF, ensuring that budget and deadline commitments are met while maintaining smooth operations, high-quality screening experiences, and the successful delivery of both the Festival and year-round activities.

The Festival Manager will recruit, manage and support the seasonal festival team and interns, and act as an ambassador for DIFF with audiences, funders, partners, donors and board members.

They will also play a key role in monitoring public sector funding opportunities and, working closely with the Executive Festival Director and the Director of Commercial & Marketing, prepare core funding applications. While the Arts Council and Screen Ireland remain central funders, the broader public funding landscape is expanding and should be continually reviewed to the benefit of DIFF.

Finally, the role carries responsibility for ensuring the organisation, its team and board remain fully compliant and operate to the highest standards of good governance.



KEY RESPONSIBILITIES

LEADERSHIP

- Ensure the logistical and operational delivery of all festival and year round screenings and events within the annual budget and appropriate time frame.
- Deliver a quality festival to all stakeholders with professionally produced events and screenings.
- Be the key point of contact with festival partner venues.
- Coordinate gathering of information for Post Event Reports, ensuring all information has been collated before departure of season festival staff.

TIMELINE & PLANNING

- Manage the full life cycle of DIFF from planning to execution of all festival events.
- Oversee year-round DIFF event activities.
- Facilitate interdepartmental communications and ensure all deadlines are met.

FINANCIAL CONTROL & MANAGEMENT

- Working with the Executive Festival Director and Director of Commercial and Marketing, create an overall financial strategy and reserve policy to secure the long-term viability of the festival.
- Work closely with the EFD to oversee and monitor annual budgets for the festival.
- Oversee strict adherence to budgetary policy and responsibility accounting throughout the organisation.



KEY RESPONSIBILITIES

PARTNERS AND SUPPORTERS

- Help secure and maximise annual public sector funding for the festival.
- Be the key point of contact with public funding bodies especially Arts Council, Screen Ireland, Coimisiún na Meán and Dublin City Council.
- Prepare Post Event Reports (PERs) for public sector partners and sponsors

STAFF RECRUITMENT AND MANAGEMENT

- Project staffing needs, recruit, manage and develop a festival team of the highest calibre.
- Encourage personal and professional development of all staff, in line with the festival's objectives.
- Ensure that all staff are appropriately contracted, qualified and trained, and that they operate professionally and respectfully as representatives of the festival at all times.
- Proactively manage any new HR implicated legal changes for DIFF.
- Ensure best practice is followed in all departments.
- Clearly articulate the responsibilities and team and structural reporting lines.



KEY RESPONSIBILITIES

STRATEGY

- Monitor and measure activities against DIFF strategy KPIs and advise DIFF board and executive on performance.

GOVERNANCE

- Oversee preparation of materials and communications for effective board and subcommittee meetings and decision making.
- Preparation of Festival Manager's report for each Board Meeting.
- Support Chair in preparation and management of board and sub-committee meetings.
- Ensure the company is in strict compliance in all areas of governance and regulations including staff, insurance, health and safety, partnerships, venues, city authorities, funders, suppliers, the public and Board.
- Monitor adherence to Charities Regulator governance requirements and ensure that annual declaration is complete and submitted to meet deadlines.

EDI AND SUSTAINABILITY POLICIES, PLANS & REPORTING

- With the EFD, research and update all policies and plans relating to both EDI and Sustainability and implement into the festival planning.
- Ensure that DIFF is fully up to date with all policies relating to both EDI and Sustainability and that these policies are accessible to all.
- Update EDI and Sustainability Plans and ensure collection of data and annual reporting is completed.

OFFICE

- Secure and set up office space for 6 months (Oct-Mar) each year for festival team.
- Organise and oversee moving of office equipment from storage to office and return to storage post festival.
- Monitor IT system to ensure that festival team has access to all necessary files while maintaining privacy and adherence to GDPR.

PERSONAL ATTRIBUTES

STRATEGIC

Able to shape and deliver clear plans that align with DIFF's vision, meeting deadlines and budgets

ORGANISED

Skilled at managing complex timelines, multiple venues, and year-round activities

LEADERSHIP

Experienced in recruiting, managing, and motivating teams to deliver at the highest level

FINANCIAL

Confident with budget creation, monitoring, and ensuring resources are used effectively

DIPLOMATIC

Strong communicator who can represent DIFF with funders, partners, venues, board members, and audiences

RESILIENT

Steady under pressure and adept at problem-solving in a fast-paced festival environment

ACCOUNTABLE

Committed to compliance, best practice, and maintaining high standards of accountability

INCLUSIVE

Values equality, diversity, sustainability, and accessibility in every aspect of delivery

PASSIONATE

Brings genuine enthusiasm for film and culture, with knowledge of the Irish and international sector





KEY INFORMATION

REPORTING TO	Executive Festival Director
KEY RELATIONSHIPS	Executive Festival Director, Director of Commercial & Marketing, Festival Team, Volunteers, DIFF Chair and Board
KEY DEPARTMENTS	All departments: Programming, Production, Box Office, Volunteers, Press & PR, Marketing, Hospitality
SALARY	€45,000 per annum
DEADLINE	10 October, 5pm
START DATE	February 2026 The new post holder will join ahead of DIFF 2026 (19 Feb - 1 March), working alongside the current Festival Manager as a critical part of the handover and induction process.
PLACE OF WORK	Dublin International Film Festival Office, Digital Hub, Thomas Street, Dublin



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 Manager application'

Interviews will be held in Dublin on w/c 27 October

Deadline to apply: 10 October, 5pm

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.