



The image shows two women seated on a stage for a panel discussion. The woman on the left, with dark hair, is wearing a light-colored suit and is looking towards the woman on the right. The woman on the right, with blonde hair, is wearing a dark blazer over a bright pink top and a black sequined skirt. She is holding a microphone and speaking. The background is dark with a blue panel behind the women. A large screen at the top of the stage displays the text 'the art of film' in white. In the bottom left corner, there is a logo for 'diff' in large, bold, light blue letters, with 'Dublin International Film Festival' written in smaller white text below it. At the bottom center, the text 'HOSPITALITY MANAGER RECRUITMENT PACK' is displayed in large, bold, light blue letters.

**diff**

Dublin International  
Film Festival

**HOSPITALITY 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 Hospitality 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 festival team, the Hospitality Manager role is key to that achievement. 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 Hospitality Manager is responsible for overseeing all aspects of guest hospitality for DIFF, ensuring a seamless and high-quality experience for all invited guests.

This includes managing travel, accommodation, dining, transport logistics and budgetary oversight while aligning with the festival's strategic goals and partner expectations.





# KEY RESPONSIBILITIES

- Manage all travel and accommodation arrangements for festival guests, including flights, hotels and hospitality venues.
- Develop and distribute detailed itineraries covering all aspects of the guests' visit: travel, accommodation, dining, transport and scheduled commitments.
- Ensure guests are informed of which costs are covered by DIFF and which are their own responsibility.
- Liaise with ground transport partner and festival drivers to ensure timely and efficient travel aligned with flight schedules, screenings and events.
- Manage hospitality budgets in collaboration with the Finance Officer, ensuring all expenditure remains within allocated budget.
- Communicate with guests and their agents regarding marketing and PR opportunities, ensuring alignment with DIFF's objectives and those of key supporters.
- Collaborate with Marketing, PR and Box Office teams to relay guest needs and requests.
- Liaise with hotels, restaurants and other suppliers to ensure high-quality service and experiences for guests.
- Identify and implement value-adding opportunities to enhance the festival experience.
- Ensure that itineraries are followed and commitments are met, maintaining a smooth and professional guest experience.
- Report any issues at venues or with suppliers that may impact other departments such as Box Office or Marketing.





# QUALIFICATIONS & EXPERIENCE

- Minimum 4 years proven experience in hospitality or event management, preferably within a cultural or festival setting.
- Strong organisational and communication skills.
- Budget management experience.
- Ability to work collaboratively across departments and with external partners.
- Attention to detail and proactive approach to problem solving.





# KEY INFORMATION

<b>REPORTING TO</b>	Festival Manager
<b>DIRECT REPORTS</b>	Hospitality Assistant
<b>KEY RELATIONSHIPS</b>	Executive Festival Director, Finance Officer, Festival Production Manager, Publicist, Marketing Team.
<b>SALARY</b>	€600 per week
<b>WORK PATTERN</b>	Full Time
<b>DEADLINE</b>	5pm, 16 October 2025
<b>DURATION</b>	17 November 2025 - 19 March 2026
<b>PLACE OF WORK</b>	DIFF Office, Digital Hub, Thomas Street, Dublin 8 and 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](mailto:jobs@diff.ie) with the subject line 'Hospitality Manager application'.

Deadline to apply: **5pm, 16 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.