



IFI Education Officer - Job Specification

The Irish Film Institute wishes to appoint two Education Officers to contribute to and develop its education programme both onsite and online.

About Irish Film Institute

The Irish Film Institute is Ireland's national cultural institution for film. At the IFI's historic home in Eustace Street, Temple Bar, our diverse audiences and loyal members enjoy our 3 cinemas, IFI Irish Film Archive's research and access facilities, IFI Film Shop and IFI Café Bar.

The IFI has developed strategic objectives around three core activities:

- **EXHIBIT** Providing audiences throughout Ireland with access to the finest independent, Irish and international cinema
- **PRESERVE** Preserving and promoting Ireland's moving image heritage through the IFI Irish Film Archive
- **EDUCATE** Providing opportunities for audiences of all ages and backgrounds to learn and critically engage with film through IFI Education

Reporting to: IFI Head of Education
Key Relationships: IFI Senior Education Officer

Key Responsibilities

- Programme and deliver IFI Education events onsite and online within agreed budgets and in accordance with IFI strategy, curriculum requirements & national arts and education policies
- Contribute to the development and delivery of the IFI@Schools platform and promote its take up within schools
- Initiate and respond to changes in school learning environments, creating new ways to promote film across curricula
- Manage schools physical tours to IFI covering all aspects including administration, costing, operational and safeguarding
- Contribute to delivery of IFI Film Clubs project
- Contribute to IFI Education digital & online content & IFI Education's publicity materials for website and social media
- Work collaboratively on all education activities as required, with Head of Education
- Explore possibilities for out of school engagement with IFI, children and young people
- Coordinate TY Work Experience placements and summer volunteering
- Provide talks, introductions, supporting materials as required
- Contribute to all aspects of IFI Education and wider IFI culture through a growing commitment to film, young people and education

Essential Skills and Experience

- Proven experience of working in an educational setting
- Significant experience of working with young people or audiences in the arts sector or arts education
- Qualification in a film, media, education or related discipline
- A good knowledge of and interest in film and moving image culture
- A demonstrable knowledge of the work of IFI and the IFI Education programme
- Evidence of programming, presentation and delivery to engage different audiences across various formats
- Confidence in researching, adapting and using software and digital technology to deliver educational content
- Ability to work as part of an effective team and on own initiative
- Flexibility, efficiency and ability to develop and deliver programmes and events
- Excellent communication and interpersonal skills
- Proven organisational skills, an ability to meet deadlines and manage budgets

Desired Skills and Experience

- Post Graduate qualification in arts education or teaching qualification in relevant area
- Competency in digital design
- An ability to build strong networks in education and arts sectors
- Good knowledge of social media

Applicants should forward a cover letter and CV by email to Alicia McGivern, IFI Head of Education, at amcgivern@irishfilm.ie, or by post to Irish Film Institute, 6 Eustace Street, Dublin 2.

Closing date for applications is 17.00 on Monday, October 12th.