



Irish Film Institute

Venue Hire Coordinator

- **2 Year fixed term contract**
- **Full time position.**
- **The position will be based onsite for the most part but hybrid options can be discussed**

Overview of IFI

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; and our four digital streaming platforms, IFI@Home, IFI Archive Player, IFI@Schools and IFI International.

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

Overview of Job Description

The IFI is seeking to appoint a Venue Hire Coordinator to act as the primary point of contact for IFI private hire enquiries, presenting a professional and efficient service, seeking out and developing long-term relationships with clients. This is an exciting new opportunity to join our team and raise the reputation of the IFI as a venue.

The role will report into the Box Office and Front of House Manager. The job description provides an outline of the key responsibilities of the role.

Responsibilities

- Be proactive in identifying new venue hire opportunities for the IFI
- Respond to telephone, written and in person enquiries regarding IFI venue hire
- Liaise with customers and make recommendations on suitable area(s) for their event, and follow-up with information and quotes as required
- Work closely with internal departments to ensure bookings do not clash with internal programmes
- Liaise with colleagues and clients to plan events effectively
- Take the lead in ensuring smooth running of events and oversee functions
- Conduct regular meetings with the relevant internal departments to plan and ensure smooth running of forthcoming events

- Work with the marketing team to raise awareness of venue hire opportunities

The ideal Candidate should have:

- Previous experience in an events management or in a similar venue hire position
- Strong organisational skills
- Strong interpersonal and excellent customer service skills
- Effective written and verbal communication skills
- Experience in setting up and taking down basic AV equipment
- A keen attention to detail
- An entrepreneurial nature with the ability to see opportunities and capitalise on them
- Creative thinking and problem-solving skills
- An ability to work in a busy work environment with a high level of time management
- Excellent project management skills, be motivated, energetic and results driven
- A natural capacity to facilitate productive relationships with suppliers, staff and the wider management team at IFI
- Flexibility – this role may require working irregular hours across evenings, weekends and bank holidays
- Passion for film or interest in promoting arts and culture highly desirable

Application Procedure

- Please email letter of application with CV to onolan@irishfilm.ie by Tuesday, January 31st at 5pm
- Salary for the position is €26,161 per annum

The IFI is an Equal Opportunities Employer and welcomes applications from all sections of the community.