



**Irish Film** Institute

## **Overview**

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

## **Administrative Assistant**

**Reporting to:** HR Manager

**Key Relationships:** IFI Director/CEO  
IFI Heads of Departments  
IFI Managers

### **Overview:**

The IFI is seeking to appoint an Administrative Assistant to provide effective and efficient executive support to the CEO and administrative support to the HR Manager, ensuring all aspects of the administration, planning and coordination of work is managed effectively and efficiently.

### **Key Areas of Responsibility include the following key areas:**

- Attending meetings and taking minutes of meetings
- General administrative support
- Record keeping and file management
- Event management
- Project management

### **Main Responsibilities:**

#### **CEO Support:**

- Assist the CEO with daily administrative duties, as directed.
- Undertake administrative projects
- Coordinate regular Board meetings & the AGM

- Organise and prepare relevant itineraries, agendas, briefing or background materials for meetings, including the Heads of Department meetings
- Format internal and external communications, presentations and other documents.
- Coordinate, attend and take minutes for any relevant meetings as required.
- Event management for CEO
- Diary management for CEO
- Communications with key stakeholders internally and externally
- Manage sensitive matters as required with a high level of confidentiality and discretion
- Assist with any other ad hoc projects and duties as required.

**HR Support:**

HR support will include maintaining the HRLocker system, recruitment administration and general HR administrative duties.

- Maintain records in the HR system/HRLocker
- Ensure all HR documentation is accurate and up-to-date
- Ensure new starters and leavers are onboarded and offboarded accurately
- Actively support the recruitment process, in particular recruitment administration including posting of new roles to relevant websites, scheduling interviews, corresponding and following up with applicants after the interviews.
- Support specific HR projects and initiatives
- Work closely with HR Manager to perform any other HR administrative tasks as directed

**The ideal Candidate should:**

- Have excellent attention to detail
- Strong active listening skills
- Be able to follow clear instructions
- Be a problem solver and solution finder
- Strong IT skills and comfortable with all major packages
- Excellent communication skills, both written and verbal
- High level of discretion for dealing with sensitive and confidential matters
- A professional manner for dealing with high level stakeholders
- Have an ability to work in a constantly busy work environment with a high level of time management
- Have excellent project management skills
- Have strong people skills, a positive attitude and exemplary team skills

**Application Process:**

This role is offered as a two-year fixed term contract. Please email letter of application, outlining how you meet the criteria for this position, together with your CV to [mcourtney@irishfilm.ie](mailto:mcourtney@irishfilm.ie) by Friday July 19th 2024.

Starting salary will be on Level 1 of our Payscale for Assistant Level and will be according to the following pay scale: L1 €27,000, L2 €27,675, L3 €28,366, L4 €29,076, LS1 €30,093, LS2 €31,146 (LS – Long Service Increment, after 3 further years and 6 years respectively).

**Benefits:**

- Additional annual leave
- Bike to work scheme
- Employee discounts
- Enhanced Sick pay
- IFI Café Bar, IFI Film Shop discounts & free cinema tickets
- Hybrid working options
- Pension scheme after 12 months of service

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