

# Job description

## Venue Hire Coordinator

### 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. The role will report to the Development Manager. The majority of the role will be based onsite, with remote working options available. 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
- Work with the Café staff to ensure events are catered

## The ideal Candidate will have:

- Previous experience in an events management or in a similar venue hire position
- Strong organisational skills & keen attention to detail
- Strong interpersonal and excellent customer service skills
- Effective written and verbal communication skills
- Experience with basic AV equipment eg. PA system
- An entrepreneurial nature with the ability to see opportunities and capitalise on them
- Creative thinking and problem-solving skills
- An ability to work calmly 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 for events which take place in the evenings and over weekends
- An outgoing personality
- Passion for film or interest in promoting arts and culture highly desirable

## Job Specifications

Job Type: Full-time, 2 year fixed term

Salary: €27,000

Applicants should be available for interview on **Thursday September 12<sup>th</sup>**.

Start Date: **Monday October 14<sup>th</sup> 2024**

Benefits: Additional leave, Bike to work scheme, Company pension, Employee assistance program, Employee discount and free cinema tickets, Sick pay, Work from home.

## Application Requirements

- Please email a cover letter, which outlines your suitability for the position, and a CV to [ebrennan@irishfilm.ie](mailto:ebrennan@irishfilm.ie) **by 5pm, Wednesday, September 4th 2024**.
- Applications which do not contain a cover letter, or are sent after the deadline, will not be considered.

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