



## **Virgin Media Dublin International Film Festival Hiring: Managing Director**

Virgin Media Dublin International Film Festival is Ireland's premier event and has built a formidable reputation for delivering the very best in international film and film talent to Irish and International audiences each year. Its core elements include a select programme of the most exciting international cinema currently on offer, the best new Irish cinema, a retrospective of much loved and forgotten classics, a focus on screenwriting and unique access to a plethora of international filmmaking talent including actors, writers and directors and behind the scenes talent. An all encompassing event, carefully curated and ranging from the weird and wonderful to the glamorous and exclusive, DIFF turns the city into a film mecca for cinema-goers and experience-lovers of all kinds.

Soon coming into its 18th year, the Festival has grown to a maturity with a feature programme that charts the very best in new international cinema and a history of guests that include Al Pacino, Julie Andrews, Ralph Fiennes, Paul Schrader, Danny DeVito, Angela Lansbury, Stanley Tucci, Stellan Skarsgard, Kim Cattrall, Daniel Day Lewis, Claudia Cardinale, Russell Crowe and Kristin Scott Thomas. In addition there has been a vibrant, ongoing programming of year-round events with huge talents including Yorgos Lanthimos, Amy Schumer, Andrew Stanton, Ben Affleck, Quentin Tarantino, Bryan Cranston and Ennio Morricone.

As Festival advocate Colin Firth says: *"You've got to go, it's fantastic. It really is one of the best festivals around."*

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## Job Description

**Reporting to:** Board of Directors

**Key relationships:** Festival Director, Head of Development and Marketing Festival Core Staff, Festival Staff, Title and Category Sponsors, Public Sector Funding partners, Private sector sponsors and partners, Venues, Suppliers, Potential Partners, Public, Volunteers, Supporters

**Key Departments:** All departments, apart from the artistic programme which is run by the Festival Director.

### **Purpose of Job:**

- To have responsibility for the management and direction of the company assets and staff
- To implement and secure a robust financial management system, and to establish a firm financial base for the company
- To source, develop and nurture excellent title sponsor and key funding partner relationships and communications
- To work closely, and jointly, with the Programme Director to deliver a world-class festival experience
- To sustain positive working relationships with all supporters and suppliers
- To develop and maintain a clear line of communication, and close functioning relationship, with the board of directors

### **Key Tasks & Responsibilities:**

#### Financial Control, Management & Strategy

- To implement a robust financial management and control system, and to create a secure and stable financial environment for the company
- To identify and develop potential revenue sources of growth and development
- To draft, implement and oversee a rigorous budget for the festival year on year
- To oversee strict adherence to budgetary policy and responsibility accounting throughout the organisation
- To devise an overall financial strategy and reserve policy to secure the long-term viability of the festival
- To look for new, imaginative and alternative forms of funding and partnership

#### Liaison with Key Sponsors

- To source, maintain, and develop category, major, and title sponsorship
- To nurture positive and open relationships with all sponsors at the highest level, and to ensure the respective objectives of the festival and sponsor are addressed during the festival and throughout the year

#### Public & Private Sector Partners/Sponsors

- To encourage and secure public and private sector funding, in-kind partnerships and supporters for the festival
- To establish and maintain excellent communications and relationships with all funding/in-kind partners
- To be the key point of contact with the title sponsor and main funding bodies

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### Communications Strategy

- To work with the Head of Development & Marketing and the Festival Publicist to lead an effective communications strategy for the festival, and to implement and manage these strategies with the core staff, festival team and contracted suppliers
- To promote the festival as a key national event and to further enhance the festival's international reputation

### Staff Recruitment and Management:

- To recruit, manage and develop core staff and festival team of the highest caliber
- To encourage personal and professional development of all staff, in line with the festival's objectives
- To ensure that all staff are appropriately contracted, qualified/trained, and operate professionally and respectfully as representatives of the festival, at all times
- To ensure that that best practice is followed in all departments
- To clearly articulate the responsibilities and line of authority for all staff

### Festival Management & Delivery

- To ensure the logistical and operational delivery of all festival screenings and events within the yearly budget
- To deliver a quality festival to all stakeholders with professionally produced events and screenings

### Company Contract & Legal Requirements

- To ensure the company is in strict compliance in all areas – with staff, insurance, health and safety, partnerships, venues, city authorities, funders, suppliers, and the public

### Future Developments

- To work with other like-minded organisations, in developing the context and environment of festival promotion and growth domestically and internationally

**The closing date for applications is 5pm on Wednesday 1st May 2019.**

**Annual Salary:** Commensurate with skills and experience

**Application Process:** Please send an up-to-date CV and covering letter to:

#### Via Post:

Mr. Aidan Greene  
Virgin Media Dublin International Film Festival  
The Digital Hub, Office 2.3, 157 Thomas Street, Dublin 8, D08 T91Y

#### Via Email:

Mr. Aidan Greene  
chairman@diff.ie  
(Cover letter & CV contained in one document only please)