



Kerry International Film Festival
October 17th - 20th 2019

Festival Programmer Job Description

The Role

Programme and manage the annual four-day Kerry International Film Festival programme in line with defined Festival ethos, strategy and objectives.

This is a *contract for services* role to plan, implement and deliver the 20th edition of KIFF. (June to November)

Key Responsibilities

Programming:

- Curating an exciting and ambitious four-day programme of film screenings and events in line with KIFF ethos and strategy.
- Responsible for sourcing and securing all film material for screening.
- Liaising with distributors & film producers and filmmakers in sourcing material.
- Coordinating and liaising with local cinema & venues hosting the festival events.
- Liaising re film file formats and film delivery.
- Working with programme assistants to co-ordinate logistics, transport.
- Representing the KIFF on panel discussions, events, film introductions, Q&As etc. at the KIFF event and elsewhere.
- Viewing of all KIFF 2019 film submissions and coordinate the jury panel & jury forms.

Relationships:

- Acting as the KIFF representative at other film festivals and events where appropriate.
- Maintaining relationships with filmmakers, distributors, studios, exhibitors, publicists etc.
- Maintaining relationships with Kerry educational stakeholders, schools & colleges.
- Ensuring that all contractual commitments are adhered to relevant to cinemas, venues, sponsors, exhibitors and partners.

Finance and Operations:

- Manage the financial resources of the festival with the general manager in a productive manner and stay within budget.

Marketing, Communications, PR & Online:

- Working with the PR Agent to prepare press releases and implement PR plan in advance of festival.
- Responsible for sourcing copy/text/biogs from filmmakers to include in PR and Marketing material.
- Manage the weekly in-house promotion via online, through newsletter & Social Media (Facebook, Twitter, Instagram) etc.

Event Lead-Up Administration:

- Manage communication re guest speakers and filmmakers.
- Manage the admin assistant and small team of volunteers (admin & event-week staff).
- Manage transport, accommodations, logistics.
- Manage the programme schedule along with screeners/DCP's for cinemas.
- Manage festival launch, opening night, awards/closing night etc.

Candidate Requirements:

The candidate will need to demonstrate strong capability and desire for this role with:

- Programming experience including at least 3 years working in an event/ programming role.
- An excellent and comprehensive knowledge of films (Irish & international).
- Proven experience in devising and managing programmes/schedules for events/festivals.
- A track record of successful management of programming projects and working to budgets.

The successful candidate will need:

- Strong organisational skills and an ability to work to tight deadlines.
- To be an effective communicator.
- Proficient Admin IT skills for planning, scheduling etc (Word, Excel, PowerPoint, Social Media, Online tools, Graphics tools, Google Drive, WeTransfer, DropBox etc.

Email CV & cover letter to- info@kerryfilmfestival.com

Closing Date- 24th May 2019