We're Hiring



POSITION

Festival Coordinator

18 January - 23 April 2027 | 40 hours per week

Festival Coordinator

Full-Time, Fixed-Term Position

About Fresh Film

Fresh Film inspires, nurtures and celebrates the next generation of filmmakers. Each year, we present the Fresh International Film Festival and Ireland's Young Filmmaker of the Year Awards, alongside year-round programmes supporting young creatives to develop their skills and share their films with audiences.

Role Overview

Fresh Film is seeking an experienced, motivated and organised Festival Coordinator to join our small team from 18 January to 23 April 2027.

Working closely with the Artistic Director and Company Manager, the Festival Coordinator will support the planning and delivery of the 2027 festival, including regional screenings, workshops and awards shows.

The role is full-time, 40 hours over five days per week, with hybrid working: three days in our Limerick office and two days working from home. Attendance at festival venues and events will also be required.

Key Responsibilities

• Support the planning and delivery of the Fresh International Film Festival and Ireland's Young Filmmaker of the Year Awards.

• Manage submissions through FilmFreeway, respond to filmmaker enquiries and maintain accurate records and clearly organised files in the shared Drive.

• Coordinate regional screenings, including schedules, filmmaker communications and venue arrangements.

• Coordinate the collection and delivery of screening files with filmmakers and the technical team.

• Organise festival workshops, liaising with facilitators and coordinating bookings and practical arrangements.

• Liaise with venues regarding facilities, technical requirements and event delivery.

• Liaise with schools, colleges and community groups to encourage attendance at the festival, and coordinate screening and event bookings.

• Invite and coordinate jurors in consultation with the Artistic Director, and prepare jury information packs.

• Coordinate the festival brochure, gathering content and working with the designer.

• Recruit, brief and coordinate festival volunteers.

• Support the final awards shows, including confirming Junior Awards presenters and coordinating prizes.

• Maintain schedules, contacts and correspondence, contribute to festival reporting and evaluation, and prepare end-of-contract handover notes.

Person Specification

Essential

• Experience in event coordination, festival delivery or arts administration.
• Strong organisational and administrative skills, with attention to detail.
• Excellent written and verbal communication skills.
• Ability to manage multiple tasks and deadlines.
• Confidence using spreadsheets, Google Drive and other digital administration tools.
• Ability to work independently and collaboratively within a small team.
• An interest in film and supporting young creatives.

Desirable

• Experience working with schools, young people or volunteers.
• Experience in audience development and outreach.
• Familiarity with FilmFreeway or similar submission platforms.
• Knowledge of film festivals, film education or the wider arts sector.
• A full clean driving licence.

Terms & Conditions

• Contract: Fixed-term, 18 January - 23 April 2027.

• Hours: 40 hours per week, normally worked over five days. Some evening and weekend work will be required during the festival period.

• Salary: €10,500 for the fixed-term contract.
• Location: Fresh Film office, 1 John’s Square, Limerick. Three days per week in the Limerick office and two days working from home, with attendance at festival venues and events as required.

Application Process

Please submit the following to Laura@freshfilm.ie by Friday 13 November 2026 at 4pm, using the subject line “Festival Coordinator Application - [Your Name]”:

1. A CV of no more than two pages outlining your relevant experience.

2. A short cover letter explaining how you meet the person specification and what you would bring to the role.

3. Contact details for two referees, who will only be contacted with your permission.

Interviews: Expected to take place in late November 2026.
Start date: 18 January 2027.

Fresh Film is committed to equality, diversity and inclusion across all aspects of our work. We welcome applications from all sections of the community, particularly those underrepresented in the arts and film sectors.