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**ADMIN ASSISTANT**

**BELFAST FILM FESTIVAL**

Belfast Film Festival is a vibrant and energetic organisation, which plays a central role in the cultural life of Belfast. The organisation delivers the annual Belfast Film Festival and Docs Ireland, promoting a dynamic year long programme of film events that is entertaining, provocative and inclusive, attracting a diverse and growing audience.

**JOB DESCRIPTION**

FREELANCE: 16 - 20 hours per week (Variable) Initially 2 months October and November, with view to extending.

Hourly Rate: £10 per hour

RESPONSIBLE TO: Finance / Admin Officer & Festival Director

Job Summary: Assist in the smooth delivery of in all festival administrative tasks working with the team towards delivery of BFF22.

Experience: 1 - 2 years office based admin experience

**Summary of Role**

The post-holder will work closely with the Festival Director/Finance Admin Manager to ensure that the organisation has effective administrative systems. The key tasks of the post is to help with daily admin tasks, reception duties, phone and email processing; providing a variety of general administrative tasks in support of the delivery of various Festival activities.

**Responsibilities**

**General Administration**

* Assist staff to operate office equipment.
* Monitor the BFF information email account and other online enquiry systems (Facebook queries)
* Use of basic office equipment – photocopier / shredder
* Ensure all company files are up-to-date with and comply with government legislation e.g. insurance.

**Festival Administrative Support**

* Liaise with BFF team re: Marketing / Guest related / Event related / Finance / Box Office related admin support required
* Liaise with various external organisations including venues, sponsors, hotels etc.
* Provide support for arranging internal transport and hospitality / marketing materials delivery / event delivery support
* Keep accurate files on various aspects of admin work as directed by Finance Admin Officer
* Help compile guests welcome packs for receipt upon arrival.
* Help manage complimentary ticketing admin systems
* Update festival database where required

**Person Specification**

* IT Skills - Excel & MS Office skills
* IT knowledge and experience
* Excellent verbal & written communication skills
* Good interpersonal skills with ability to relate to people
* Excellent organisational skills with a strong attention to detail
* Ability to work under pressure and to deadlines
* Some knowledge of procurement/tendering
* Good time-management and organisational skills
* Confidentiality and discretion
* Capable of managing multiple responsibilities and able to deliver to strict deadlines