



## **ROLE: Programme & Membership Administrator**

Light House Group run the Light House cinema in Dublin and Pálás cinema in Galway bringing audiences an eclectic mix of the best new Irish and international films along with classics, foreign language, animated films, shorts, documentaries, special events and festivals.

We are looking for a Programme & Membership Administrator to join our head office team. This is a key role which provides administrative support to the cinema marketing and programming team. We are looking for a skilled box office/event administrator used to working in a fast-paced and exciting environment to take on the day-to-day systems management, reporting and loyalty scheme management.

We are looking for someone who is methodical, diligent, and adaptable with a self-motivated hands-on approach and with the ability to work effectively as part of a creative team. An interest in and passion for film and pop culture would be desirable.

### **The ideal candidate must have the following:**

- Proficiency with and technical knowledge of box office systems and processes
- Superb attention to detail, well organised and a good communicator
- Great time management as you will need to coordinate multiple projects at once
- Strong administrative experience
- Proficiency with Microsoft Office Suite
- Experience with Vista (or other similar cinema software) would be an advantage but not essential.

### **Key responsibilities:**

- Providing programme admin support including record creation and proofing checks
- Collating figures on admissions, website, and membership for reporting
- Collating marketing assets for film releases, Seasons and Events
- Supporting development and delivery of Membership scheme functionality
- Training of venue staff on the membership offering
- Trouble shooting of the ticketing platform and website functionality
- Ongoing database maintenance and clean-up
- Other ad hoc duties as required by Programming & Marketing Team

### **Experience and Education**

- 2 - 3 years previous experience in a similar role

This is a full-time position primarily based in Light House Group head office in Dublin City Centre however, the post-holder will be heavily involved in liaising with our two venues, Light House in Dublin and Pálás in Galway.

Applications with a CV and cover letter can be sent to Alice Black, Head of Film Programming - [alice@elementcinema.ie](mailto:alice@elementcinema.ie)

Please ensure to put the job title in the subject line of your email.