



Alternate Realities Talent Market Coordinator

Sheffield Doc/Fest Application Pack

Contact:

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The Role



Sheffield Doc/Fest is recruiting for an essential role within the Marketplace & Talent team, which exists to foster collaborations between creatives and organisations focused on using digital technologies to push storytelling in exciting new directions. The market is for discussing new projects that are interactive, immersive, virtual reality, augmented reality, web-doc, games, 360-video, live performance, motion comic, room-scale experience and/or installation.

The Alternate Realities Talent Market runs parallel to our flagship pitching platform, MeetMarket. Twenty-five online, interactive and virtual reality project groups will be selected from submissions to hold one-to-one meetings with funders and advisors, including commissioners, broadcasters, arts organisations, online platforms, NGOs and other experts from across the world. This is not a one-size-fits-all market; meetings are carefully matchmade taking into account desires from both sides of the table. This role coordinates all aspects of the Alternate Realities Talent Market.

The selected candidate will have a passion for, and working knowledge of, storytelling through immersive technology, and will be production minded, with high attention to detail, consistent follow-through and experience in organising events with many parts. Working together with the Director of Marketplace & Talent, the successful candidate will get involved from the selection and programming stage and coordinate for the department through production, through to delivery.

Key Responsibilities

- Input into project selection in collaboration with Director of Marketplace & Talent
- Be primary point of contact for selected project teams from selection through to the market days;
- Have a clear understanding of the Alternate Realities Talent Market production schedule and calendar and keep to deadlines;
- Research familiar and new Decision Makers to invite to Alternate Realities Talent Market based on specific needs of selected projects in conjunction with the Director of Marketplace & Talent;
- Research and reach out to potential funders and sponsors for the Marketplace, particularly related to Alternate Realities Talent Market programmes;
- Develop the production, stage management and visual identity of Alternate Realities Talent Market. Liaise with the venue, coordinate furniture deliveries and catering for the Alternate Realities Talent Market in conjunction with the Marketplace & Talent Coordinator;
- Task manage and produce materials for the Alternate Realities Talent Market in conjunction with Festival Assistants;
- Communicate with selected Alternate Realities Talent Market projects about selecting meetings and fielding queries about how the Alternate Realities Talent Market is run;
- Ensure Alternate Realities Talent Market projects have updated their project info ahead of Decision Makers viewing it;
- Collate material from all Alternate Realities Talent Market projects for publication;
- Schedule the Alternate Realities Talent Market meetings with the Director of Marketplace & Talent;
- Coordinate the Alternate Realities Talent Market on all days of its operation;
- Coordinate a team of volunteers to help run the Alternate Realities Talent Market;
- Assist in gathering data for funding reports to key Marketplace funders, and the production of case studies of success stories from the Marketplace's previous years of operation;
- Assist the Marketplace & Talent Coordinator with the registration of all Decision Makers and collation of materials for publications;
- Assist in the online and social networking presence of Marketplace & Talent and its integration with the online presence of the rest of the Festival;
- Liaise with staff in other departments of Sheffield Doc/Fest to ensure unity across teams and exchange of information, in particular the organisers of the Alternate Realities Summit;
- Update Marketplace & Talent section of Festival website when required;
- Write appropriate sections of the Festival report;
- Manage Festival Assistants on Marketplace & Talent tasks;
- Assist with general office administration – answering phones, emails, distribution of post, photocopying, mail outs, etc.;
- Ensure all financial paperwork is present and clearly filed, ensure receipts, invoices and refunds from suppliers are accurate;
- Deal directly with suppliers to ensure correct paperwork is received;
- Enter and maintain contacts on main Doc/Fest database;
- Assist with evening social events at the Festival, greet guests;
- Any other duties as they arise in the Marketplace & Talent team;
- Be an ambassador for the festival at industry events.

Person Specification

- Experience in organising/managing events or productions involving many people and many logistical elements;
- Experience working with administrative systems and maintaining databases;
- Experience in handling high volume incoming/outgoing email;
- Experience in client/stakeholder relations (out-facing);
- Knowledge of interactive, augmented reality and virtual reality storytelling;
- Knowledge of companies and creatives in the interactive augmented reality and virtual reality storytelling industry.
- High attention to detail;
- Consistency and follow-through;
- Highly organised and adept at systems management;
- Ability to work quickly when required and deliver to tight deadlines;
- Highly personable, empathetic, outgoing and diplomatic;
- Highly communicative and good at flagging potential concerns to management before problems arise.

Contract Overview

Role: Alternate Realities Talent Market Coordinator
Reports to: Director of Marketplace & Talent
Location: Sheffield
Fee: £5810.00 (83 days)
Tenure: Full time, 18 February until 14 June 2019.
Festival dates: 6-11 June 2019

How to Apply

We are inviting prospective applicants to apply for this contract by completing the downloadable application form [here](#). **Please note that CVs will not be accepted.**

Please address applications to: Maria Stoneman, Head of Operations & HR.

Email address: <mailto:recruitment@sheffdocfest.com>

Subject heading: "Alternate Realities Talent Market Coordinator".

Please also direct any queries to the same name/email.

We monitor the diversity of our workforce and for the purposes of reporting to our key funders we ask that you help us by completing the following [questionnaire](#) anonymously. [Click here](#) to be taken to the form.

The deadline for applications is: 12:00 GMT, 7 January 2019
Interview date: 16 January 2019
Start date: 18 February 2019

Who We Are



Sheffield Doc/Fest is a creative space for discovery, debate, collaboration and inspiration. We champion and push forward new talent, ideas and interaction for the future of the industry.

We are an open, inclusive festival, bringing together veteran creatives, new voices and our city to share, shape and question stories of the world we live in. What's your story?

The six-day festival and all-year activity consists of events across five programme areas:

FILM – New cinema, film and artist's moving image

ALTERNATE REALITIES - Interactive, augmented and virtual reality story worlds

TALKS – Masterclasses, summits and panels

MARKETPLACE & TALENT - Industry, talent, training and pitching

SOCIAL – Parties and networking

Plus ALL YEAR Film Screenings, Alternate Realities Tours, Talks and Training

Every year, we're proud to connect thousands of creatives with industry players in a nurturing environment, resulting in the discovery of new talent, new collaborations, and new commissions for cinema, television and online.

We host a festival experience that is creatively inspiring, and the place for pioneering and innovative filmmakers, ideas, projects, debate and thinking – as well as for business, pitching and training.

The next Festival will take place [6-11 June 2019](#).

Access

Sheffield Doc/Fest is able to accommodate for all disabilities. If the successful candidate requires that we make reasonable adjustments in the office to accommodate them, we will be able to do this and also if necessary support them in making an application to the Access to Work government run scheme.

Equal Opportunities

Sheffield International Documentary Festival Limited (Sheffield Doc/Fest) operates a policy on all matters pertaining to Equal Opportunities: Sheffield Doc/Fest believes that culture, the media, and the process of changing culture are important driving forces in creating a society which is proud of its diversity and its multi-cultural heritage. Sheffield Doc/Fest will actively promote and celebrate this diversity and in all its activities take positive action to end all forms of discrimination including based on age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religion and belief, sex and sexual orientation.



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