



# Alternate Realities Programme Coordinator

## Sheffield Doc/Fest Application Pack

**Contact:**

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# The Role

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Sheffield Doc/Fest is recruiting for a role within the Alternate Realities department – which produces Doc/Fest’s Alternate Realities Exhibition and Summit each year – dedicated to giving a platform to interactive, augmented reality and virtual reality factual content.

The successful candidate will have a passion for, and working knowledge of, storytelling through immersive technology, and will be production minded, with experience of taking technical specifications and sourcing the necessary equipment and resources to create a high quality presentation.

Working together with the Alternate Realities team, this role is involved throughout the selection and programming stage and coordinating for the team through production and delivery.

# Key Responsibilities

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- Coordinate the selection process for Alternate Realities – ensuring all submissions are processed, watched, considered, and responded to for commission and exhibition submissions;
- Research new Alternate Realities exhibition projects and administrate an ongoing tracker;
- Be the main point of contact for the delivery of information for the Alternate Realities exhibitions, summit and commission section of the catalogue and public guide, working with the Alternate Realities Producer and Marketing team;
- Work with the Alternate Realities Curator, Alternate Realities Executive Producer and Alternate Realities Programme Producer to organise and deliver the Meet the Maker sessions;
- Coordinate the Alternate Realities section on the Doc/Fest website with the Alternate Realities Producer;
- Assist with the marketing, promotional and social networking campaigns related to Alternate Realities programme;
- Assist with guest invitations and schedules for artists in the exhibitions with the Alternate Realities Producer;
- Co-ordinate the purchasing and hiring of all technical equipment and materials for the exhibition, including insurances, deliveries and returns;
- Work with the Alternate Realities Producer on the delivery and production of the Alternate Realities Programme;
- With the Alternate Realities Programme Producer, oversee the production and installation of the Alternate Realities exhibitions;
- Meet with the Volunteers Coordinator and Alternate Realities Programme Producer to assist with volunteer schedules;
- With the Volunteers Coordinator and Alternate Realities Programme Producer, ensure that volunteers have been briefed ahead of the production of the Festival;
- Work closely with the Alternate Realities Production Assistants to ensure that volunteers are available at all times and any gaps are communicated to the appropriate people;
- Lead and co-ordinate the administration of the booking system, in consultation with the Alternate Realities and Operations teams;
- Coordinate the Audience Awards for the Alternate Realities Programme;
- Assist with the production of the Alternate Realities Summit as requested;
- Work on the planning for any Alternate Realities touring activity, as requested;

- Assist with general administration for the Alternate Realities Department – fielding queries by phone and email, setting up meetings, photocopying, mail outs;
- Enter and maintains Alternate Realities contacts on the festival database;
- Update the Alternate Realities sections of the Doc/Fest website as directed;
- Input into the appropriate sections of Final Festival Report and Debrief;
- Assist with external Alternate Realities reporting as requested;
- Provide a handover report of ongoing work to be continued after departure by the Operations Team;
- Other duties as reasonably assigned by the Senior Management team.

# Person Specification

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- Experience in organising/supporting the delivery of art exhibitions 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);
- Experience of dealing with artists, creators or project teams;
- Experience of digital publishing or content management systems;
- Experience of working with digital art projects and project makers;
- Knowledge of interactive, augmented reality and virtual reality storytelling;
- Consistency and follow-through;
- Highly organised, a natural planner;
- Ability to work independently or within a team;
- Ability to work quickly when required and deliver to tight deadlines;
- Intuitive, diligent and dedicated to their work;
- Highly personable, empathetic, outgoing and diplomatic;
- Highly communicative and good at flagging potential concerns to management before problems arise.

# Contract Overview

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<b>Role:</b>	Alternate Realities Programme Coordinator
<b>Location:</b>	Sheffield
<b>Fee:</b>	£7210.00 (103 days contract)
<b>Tenure:</b>	5 February until 28 June 2019, including the 1,2 and 8, 9 June weekends.
<b>Festival dates:</b>	6-11 June 2019

## How to Apply

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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: [recruitment@sheffdocfest.com](mailto:recruitment@sheffdocfest.com)

Subject heading: "Alternate Realities Programme 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.

<b>The deadline for applications is:</b>	17:30 GMT, 14 January 2019
<b>Interview date:</b>	17 January 2019
<b>Start date:</b>	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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