



# **Festival Director**

**Sheffield Doc/Fest application pack**

# Who we are



Sheffield Doc/Fest is inviting applications for the role of Festival Director to take us in to our 2020 edition, and beyond.

Sheffield Doc/Fest is a world leading festival celebrating the art and business of documentary and non-fiction storytelling across all forms. Each year the festival welcomes over 25,000 festival goers, including around 3,500 industry delegates from 55 countries.

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.

The six-day festival and all-year activity consists of events across five programme areas:  
FILM – New cinema, film and artist’s moving image, and live performance  
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

Next year’s Festival takes place 6-11 June 2019 in Sheffield, UK.

Please click [here](#) for our 2018 Festival Report.

# Role Overview

---

Sheffield Doc/Fest is inviting applications for the role of Festival Director.

Sheffield Doc/Fest is an internationally renowned organisation presenting one of the world's leading documentary festivals and marketplaces – celebrating the art and business of documentary and non-fiction storytelling across all forms.

The Festival Director is responsible for leading the organisation, and for keeping it one step ahead of its international competitors. The chosen candidate will come with a vision for the artistic direction and development of the Festival and its programme going forwards. They will have a commitment to supporting documentary makers, developing new talent, and growing audiences for documentary. They will maintain and grow the financial health of the Festival through developing new partnerships and new sources of revenue and sponsorship. They will represent Sheffield Doc/Fest at national and international events, at meetings with stakeholders, and with the wider public through the media. They will inspire, lead and manage the organisation's 16 permanent and 50 temporary contractors, ensuring their effectiveness and well-being at all times.

The Festival Director is supported by a Board of 13 Directors, chaired by Alex Graham. There is a committed and Senior Management team currently led by the Deputy Director including a Director of Partnerships & Development, Director of Film Programming and Director of Marketplace & Talent, all of whom have been in post between 2 and 6 years. An organisational chart can be found below.

We are looking for a visionary; someone not afraid to take risks and innovate. The chosen candidate will be well-connected in the international documentary industry, having previously collaborated with filmmakers, commissioners, funders, foundations and broadcasters. Applicants must be passionate about, and have an understanding of, feature documentaries, digital documentary formats and broadcast.

# Role Description

---

The Festival Director's role is to lead and oversee the whole of the Festival's activities, encompassing:

- Artistic direction of Doc/Fest, including oversight of the selection for all programmes;
- Sustaining and enhancing the growing global reputation of Doc/Fest as one of the most significant documentary festivals in the world;
- Leading the management of all departments – Film, Alternate Realities (interactive & VR), Talks, Marketplace, Events, Marketing, Operations, Production, and Finance;
- Setting the agenda for year-round activities, including touring and training programmes;
- Championing inclusivity and diversity within the industry, and building on Doc/Fest's work and reputation in this area;
- Managing all key stakeholder groups at local, national and international levels;
- Leading on fundraising from major funders and sponsors;
- Developing new sources of revenue;
- Ensuring Doc/Fest continues to be run in a stable, legally compliant and financially responsible way;
- Ensuring Doc/Fest fulfills its responsibilities as an employer, prioritising the welfare and development of staff;
- Ensuring proper representation of Doc/Fest at all levels of the industry;
- Reporting to the Board, key funders and sponsors.

# Key Responsibilities

---

- Ensure Doc/Fest remains one of the leading international documentary festivals in the calendar and maintain the artistic and commercial success and positive profile of the event;
- With the collaboration and support of the Senior Management team, ensure the presentation of a comprehensive programme for both industry and public audiences. Including a diverse, challenging and accessible film programme, Alternate Realities (interactive & VR) programme, talks programme, marketplace programme, and special events;
- Ensure innovative programmes and content draw increasing audiences and press recognition;
- Lead in the devising and implementing of strategies to ensure the long-term development of the Festival;
- Carry out duties as the principal spokesperson for the Festival and, where appropriate, delegate to the programme leads to do so;
- Represent the Festival in the media, at meetings, presentations to sponsors, or other representations;
- Lead on developing income generation strategies, including grant funding, private sponsorship, trusts and foundations, and box office;
- Seek out and develop mutually beneficial partnerships with local, national and international organisations and events for possible inclusion in the Festival and year-round activities;
- Ensure staff are motivated, engaged and inspired and aware of the organisation's short and long-term goals and targets;
- Direct the senior management team and PR team on marketing, publicity and sales plans for the Festival;
- Oversee year-round activity to develop audiences and develop documentary filmmakers and digital creatives;
- Work constructively with the Board, exploiting their experience and skills to address upcoming challenges and engage creatively with the non-Execs to develop Doc/Fest.
- Present the annual Festival budget to the Board for sign off and regularly update the Board on the organisation's financial position – including budget, cashflow and balance sheet;
- Prepare budget updates and estimates for the Festival programme and year-round activities;
- Oversee preparation of board papers for regular board meetings;
- Direct line management of the Deputy Director, Director of Partnerships & Development, Director of Film Programming, Director of Marketplace & Talent, and responsible for the Head of Press.

# Person Specification

---

The Festival Director will:

- Be a visionary and inspirational leader; not afraid to take risks and innovate;
- Have held a leadership position within a significant film, arts or media organisation;
- Possess deep knowledge of, and passion for, current developments in documentary – in cinema, on television, and online, both within the UK and internationally;
- Come with a creative approach to programming and audience development;
- Have international contacts across all sectors of the film and broadcast industry;
- Be experienced in training, mentoring or nurturing new talent within arts and media;
- Have knowledge of new digital technologies and their impact on funding, production and distribution of film and television;
- Be experienced in managing and motivating a team;
- Be experienced in managing a sizeable budget and cashflow;
- Have an entrepreneurial approach to revenue generation and fundraising;
- Have strong communication, public speaking and presentation skills.

## Contract Overview

---

**Role:** Festival Director

**Reports to:** Board of Directors

**Direct Reports:** Deputy Director, Director of Film Programming, Director of Partnerships & Development, Director of Marketplace & Talent

**Contract:** Employment contract, permanent

**Leave:** Statutory / 21 days plus bank holidays

**Location:** UK - Sheffield office plus national and international travel

**Salary:** £70,000 - £80,000 per annum, depending on experience

**Hours:** Full time (will require some evening and weekend work)

**Pension:** Sheffield Doc/Fest automatically enrolls employees into the Workplace Pension Scheme

**Start date:** July/August 2019 (negotiable)

## How to Apply

---

Searchlight Executive is managing this search on behalf of Sheffield Doc/Fest. CVs should be sent to Cathy Alford, Managing Director, Searchlight: [cathy@searchlight.com](mailto:cathy@searchlight.com)

Any applications sent directly to Sheffield Doc/Fest personnel will be forwarded to Searchlight Executive.

Deadline for applications: 17:00GMT 28 March 2019

Start date: July/August 2019 – though please note that this is negotiable.

## Equal Opportunities Statement

**Our jobs are like our festival, open to all.**

**Sheffield Doc/Fest believes that documentaries, and those working in the arts and in media – including ourselves - have a part to play in creating a society which is proud of its diversity and its multi-cultural heritage.**

**Doc/Fest's programme-centred approach to inclusiveness puts diversity at the forefront of its activity. Through the documentaries we showcase and the talent we develop, we aim to celebrate diversity, promote equality, and challenge discrimination.**

**Equally, we are committed to providing a welcoming, accessible, inclusive and positive experience for all festival attendees, and for all team members and volunteers – regardless of age, disability, sex, gender, sexuality, marital/civil partnership status, pregnancy/maternity/paternity, race, religion/belief, or socio-economic background. We're proud to be a Disability Confident committed employer, supporting disabled people in the workplace.**

