



Senior Programmer

Sheffield Doc/Fest Application Pack

Contact:

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The Role



Summary of the Role

The Senior Programmer is responsible for curating the Festival's film programme, alongside the Festival Director; for devising and delivering film events; for fundraising activity to support the Films team; for supporting filmmakers and developing audiences during the Festival and year-round.

Together with Festival Director, Cíntia Gil and Deputy Director, Melanie Iredale, this role will involve setting – and leading on the delivery of - the editorial strategy for Sheffield Doc/Fest.

The successful candidate will have a specialist knowledge of the UK and international documentary industry, UK and international industry contacts, and experience of developing partnerships, including working directly with filmmakers, distributors, sales agents, commissioners, funders, foundations and broadcasters. They will have a proven track record of developing audiences for documentary.

The Senior Programmer will be well-regarded in the documentary industry, and represent Sheffield Doc/Fest at a senior management level, including at international festivals and events, and through mentoring as part of Sheffield Doc/Fest festival and year-round training initiatives.

The appointed candidate must be a team player, working closely with the Festival Director, Deputy Director, and Heads of Department to ensure coherence and collaboration in programming and audience development across the Film Programme, Alternate Realities exhibition, Live Events programme, Talks & Sessions, and the Marketplace, as well as working closely with Marketing and Press to build public and industry awareness and attendance, and to drive ticket and delegate sales.

The role involves inputting in to strategy, fundraising to generate income for the film programme team, managing the film programme team, and reporting against targets.

Key Responsibilities

Partnerships and delivering on artistic strategy

- Contribute to the Festival Director's artistic vision of the film programme as part of the Festival and to the business plans underpinning that vision;
- Initiate and contribute to fundraising efforts: identifying new opportunities, leading on key film programme proposals, and writing relevant bids in order to unlock new funding for the annual film programme, and to generate year-round touring projects;
- Maintain relationships with key partners and stakeholders of the Festival, and develop new strategic partnerships;
- Attend meetings with funders, stakeholders and sponsors where relevant;
- Successfully liaise with cultural organisations, international film centres and embassies to support visiting filmmakers;
- Assist the Festival Director in establishing criteria, methodology and deadlines;

Film Programming for the Festival

- With the Festival Director, ensure that Sheffield Doc/Fest remains a world leading festival;
- Collaborate with the Festival Director in establishing themes, curated strands, focuses and retrospectives, together with the senior management;
- Build on the festival's reputation for championing diverse voices and diversity of representation in the film programme;
- Track the progress of identified projects year-round, while still in development and production;
- Meet with broadcasters, post-production houses, the Board and Advisory Committee and other partner organisations to identify films in development and production that may be of interest for the Festival;
- Liaise with other film festivals, distributors, broadcasters, film schools, filmmakers, and others to solicit films for the Festival's programme;
- Consult regularly with the Festival Director and Deputy Director on current status of the programme in order ensure coherence across the films programme with all other sections of the Festival – Alternate Realities, Live Events, Talks & Sessions, Marketplace & Talent;
- Oversee the setting and management of the Film budget and ensure expenditure is inline with the budget set;
- Assist the Festival Director on the selection and appointment for Juries of the highest calibre. Ensuring that the profile for the Sheffield Doc/Fest Awards is developed;
- Work with the Director of Partnerships & Development for sponsored Awards, including sponsorship prizes;
- Work with the Films team to ensure the Festival's films submissions online captures information required from each film submission;
- Collaborate with the Festival Director in appointing Programme Associates and Programmers and coordinate the team of Programmers;
- Guarantee the viewing and consideration of every film by the Selection Committee, including films through the submission process, films solicited directly through meetings and encounters by the Festival Director and ensure that they are all responded to, including where unsuccessful;
- Negotiate with filmmakers, distributors and sales agents for screening rights for films, negotiating in writing hire fees where applicable and any box office splits where required, within budget;
- Work with the films team to monitor and track the subsequent sales and distribution of films programmed at the Festival;

- Invite additional titles for Doc/Player, and improve and grow the service offered to filmmakers through Doc/Player - working in collaboration with the Director of Marketplace & Talent;
- Ensure texts, synopsis and promotional and interpretive materials for each title, and coordinate the selection committee on the production of promotional materials;
- Liaise with the Head of Production to identify venue requirements with regards to the Film programme including live screenings;
- Set the screening schedule for the Festival together with the Festival Director and Senior Management team;
- Oversee the Films team to ensure that print transport is on time and relevant insurances are in place, for the Festival;
- Programme all Q&A sessions at the Festival and ensuring the Film team appoint minders for special guests, and any translators required;
- Moderate some Q&As, while ensuring that other moderators are fully briefed to chair other Q&As;
- Oversee invitations to filmmakers and other film guests;
- Liaise with Hospitality team to hand over requirements of hospitality, travel and hotel bookings for the Festival;
- Manage the film programming team;
- Work with the Head of Operations & HR to recruit the Festival team: Film Programmer, Doc/Player Coordinator, Programmers, Film Programme Coordinator and Film Programme Assistant, and line manage that team;
- Oversee the workflow and manage the deadlines for the team, ensuring effective administration;
- Archive the programme after the Festival;
- Oversee reporting for the Film Programme, including internal debriefings and external facing reports;

Audience development and communications

- Contribute to press, marketing and audience development strategies designed to increase the profile of the film programme and increase the size and breadth of festival attendance and profile for public, delegates and press noise and reach;
- Consult regularly with the Head of Press to contribute to stories about particular films and filmmakers;
- Together with the Festival Director present the Film programme at the Programme Launch events,
- Oversee the flow of information from the film team to the marketing and press teams, including information on the films and filmmakers, all copy, images, and trailers;
- Contribute to the look and feel of the films pages in the catalogue and Programme guide;
- Ensure that the Film section of the website is up to date and populated with relevant information year-round.

Year-round programming, profiling and mentoring

- Collaborate with the Festival Director to devise and deliver a strategy for year-round programming, in order to tour films from the Festival, develop audiences outside the Festival dates, raise the profile of Doc/Fest beyond Sheffield, and to bring in revenue;
- Attend national and international festivals, marketplaces and events on the company's behalf to research and secure films, meet filmmakers, promote the Festival, and join other festival juries as required;
- Work with the Director of Marketplace & Talent on All Year round training programmes, including mentoring filmmakers;
- Speak at Sheffield Doc/Fest workshops and events through the year as part of the All Year programme where relevant;

- Maintain partnerships with different organisations and exhibitors across the UK, and develop new partnerships for touring;

Person Specification

- Native or bilingual English speaking and writing;
- Skilled in developing and curating dynamic film programmes;
- A specialist knowledge of the UK and international documentary industry, with industry contacts;
- Comprehensive knowledge of current developments in film and documentary together with strong knowledge of film history;
- Strong written and editorial skills, with experience of writing on film, preferably with published texts on film critic media;
- A thirst for supporting, mentoring and championing filmmakers, working directly with filmmakers and producers;
- Experience of delivering against artistic and editorial strategy – with clear vision and SMART objectives;
- Experience of working with distributors, sales agents, commissioners, funders, foundations and broadcasters;
- Experience of attracting, growing and developing public audiences for cultural cinema and documentary filmmaking;
- Experience of working on marketing and PR campaigns to raise awareness and build audiences for film programmes;
- Target driven – with success in reaching audience, box office and other financial targets;
- Has a strong network within the industry;
- Experience in reporting against targets to funders and other stakeholders;
- Skilled in managing a budget, and in working partnerships to share resources and make budgets go further;
- Ability to work to tight deadlines;
- Excellent negotiation skills;
- Experience in line management with the ability to inspire and motivate a team and win the confidence and respect of colleagues and external contacts;
- The ability to work closely, collaboratively and effectively with colleagues at a management level;
- The ability to represent Sheffield Doc/Fest to a broad range of stakeholders locally and nationally.

Contract Overview

Role:	Senior Programmer
Reports to:	Festival Director
Contract:	Employment contract, permanent
Holidays:	25 days per annum, plus 8 bank holidays
Location:	UK – Sheffield
Salary:	£35,000 per annum
Pension:	Sheffield Doc/Fest automatically enrolls employees to the Workplace Pension scheme
Start date:	October/November 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: recruitment@sheffdocfest.com

Subject heading: "Senior Programmer".

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:	17:00 BST, 8 August 2019
Interview date:	Friday 30 August
Start date:	October/November 2019

Who We Are



[Sheffield Doc/Fest](#) is a world leading festival and marketplace, celebrating, sharing and debating the stories of our time, through documentary and non-fiction storytelling.

In 2019, Doc/Fest achieved 57,000 attendances overall, including 28,000 general public attendees, and welcomed 3,489 individual industry delegates from 59 countries to Sheffield. Doc/Fest is a creative space for discovery, 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 shape and question stories of the world we live in.

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

- FILM – Premieres of new cinema from around the globe
- LIVE EVENTS - live, interactive and immersive experiences and performances
- ALTERNATE REALITIES – Digital art exhibition and virtual reality cinema
- TALKS – Masterclasses, summits, panels and debates
- MARKETPLACE - Industry, talent, training and pitching
- SOCIAL – Receptions and parties, for work, play, and dance

Sheffield Doc/Fest returns June 2020.

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

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.



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