



**Industry Partnerships & Development  
Executive  
Sheffield Doc/Fest  
Application Pack**

**Contact:**

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# The Role



Sheffield Doc/Fest is looking to contract an industry professional to help manage our various partnerships with organisations from the film / TV / documentary / arts world - and to develop new ones.

The successful candidate will have a track record in attracting sponsorship from a range of businesses, in developing projects in collaboration, and in executing agreements, working closely with Sheffield Doc/Fest's Director of Partnerships & Development and across all Festival teams.

This contract can be fulfilled on a freelance, part-time, basis, either from Sheffield or London, but must be available to deliver over the festival period: 4-9 June.

# Key Responsibilities

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- Deliver on Doc/Fest's strategy to build brand and corporate partnerships with organisations whose values and work aligns with our own;
- Raise funds in the industry sector and develop partnerships with documentary, digital and other media organisations and businesses;
- Maintain existing and established partnerships, and nurture new key relationships within the industry;
- Pitch for new programmes with international partners to encourage year round and Festival activity;
- Work together with other members of the management team to ensure that all sponsorship opportunities are being explored in their teams;
- Create pitch documents for sponsorship packages and pitching to relevant companies, including existing sponsors and new sponsors;
- Attract sponsors for promotional materials such as branding of items, for example; bags, festival badge, delegate centre and content of delegate bags;
- Identify and manage contracted sponsorships from all Festival suppliers (including media, marketing, production etc), including their contractual agreements and ensuring appropriate delivery;
- Support the Director of Partnerships & Development with research, and grant applications, and report writing;
- Service all existing sponsors at the festival and year-round events and ensure their satisfaction with their investment before, during, and after;
- Ensure the proper acquittal of all sponsorships, including providing relevant statistical information;
- Manage and deliver all sponsored and supported launches, events and functions;
- Work with the Events Team/ Venue Coordinators/Volunteers during the festival;
- Debrief with, and prepare reports for, sponsors and funders;
- Attend and feed in to the post-festival Debrief.

# Person Specification

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- Previous experience in a similar position in income generation within the film / broadcast / documentary industry;
- Track record of raising cash sums through sponsorship;
- Able to negotiate with sponsors and the film industry;
- Ability to communicate at all levels and highly skilled in public speaking and presentation skills;
- Experience and knowledge of, and passion for, current developments in documentary – in cinema, on television, and online, both within the UK and internationally.

# Contract Overview

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**Role:** Industry Partnerships & Development Executive

**Reports to:** Director of Partnerships & Development

**Contract:** Freelance, contract for services

**Tenure:** End October / November 2019 – end July 2020 (with handover mid-October);

**Days:** 2-3 days per week /November 2019 to end July 2020, with some flexibility. From May to mid-June we would expect that more time would be needed. This will be discussed during the interview;

**Location:** Sheffield or London, UK

**Fee:** equivalent to £25,000 - £30,000 pro rata, per annum salary – depending on experience

## 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: “Industry Partnerships & Development Executive”.

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, 30 September 2019

**Interview date:** 10 October 2019

**Start date:** ASAP, or end of October/November

Successful candidate must be available to attend a handover in October

# Who We Are

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[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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