



Community Programme Producer (Maternity Cover)

Contact:

Melanie Iredale, Deputy Director

c/o Corrigan Lowe, Administrative & Executive Assistant

recruitment@sheffdocfest.com

Address:

The Workstation

15 Paternoster Row

Sheffield

S1 2BX, UK

+44 (0) 114 276 5141

sheffdocfest.com

Sheffield Doc/Fest is an international film and arts festival and marketplace, with a mission to spark imaginations and empower our capacity for change by celebrating, championing and debating documentary film and art as a collective form of engagement.

Through supporting and sharing non-fiction storytelling, Doc/Fest aims to provide a creative space for discovery, challenge and collaboration. As an internationalist and inclusive festival, we embody a commitment to equality and access for all communities, bringing together established creatives, new voices and our host city to shape and question stories of the world we live in. We provide a space for artistic freedom and exchange, for exploration of the ways in which filmmakers, artists and the public may collectively create a fairer society.

We do this through the following programmes:

Artistic Programme

Films – Competitions and retrospective programmes from around the globe, giving multiple views on our times and on contemporary film.

Arts – A series of platforms for digital artworks, installations and performances, playing with non-fiction boundaries and expanding them.

Talks – A chance to hear from the talents, filmmakers and artists in the programme.

Industry Programme

Market - Marketplace and pitching opportunities.

Sessions – Panels and debates discussing challenges and opportunities in the industry.

Talent - Training initiatives and workshops.

Networking - Receptions and socials, for work, play and dance.

Sheffield Doc/Fest is run by International Documentary Festival Sheffield, an independent registered charity (no. 1184849), whose purpose is to advance the art of film, education and training in documentary filmmaking. Our core values as a charity centre around empathy, inclusiveness, social engagement, freedom and internationalism.

The 28th edition of Doc/Fest will take place starting 4 June 2021 - both here in Sheffield and online.

Overview

Sheffield Doc/Fest seeks a Community Programme Producer (maternity cover) to programme and deliver the festival's wide-ranging participation programme including the Doc/Fest Exchange, to engage diverse audiences with the festival and within its year-round activity.

We are seeking an individual with a passion for non-fiction film and arts, and experience in producing community, learning and participation programmes for audiences from a wide demographic, including children, young people, families and community groups. The Community Programme Producer will take a key role in creating connections between the festival's film and arts programmes and its existing and potential audience base, working closely with a range of local schools, colleges and universities, community groups, charities and other partners. This role will produce and advocate for the festival's Exchange and broader participation programme, ensuring that the community engagement offer is clearly articulated, seeking opportunities to build partnerships locally, regionally and nationally.

Terms

Role: Community Programme Producer (Maternity Cover)

Reports to: Deputy Director

Location: Online/remote - but subject to change and based in Sheffield

Contract: Freelance, worker contract

Fee: £10,824

Tenure: January - November 2021, worked flexibly/approximately as follows:

- 11 January to 18 June 2021, full time
- 21 June to 20 July 2021, 2 days a week
- 23 July to 30 November 2021, 1 day a week

Leave: You will accrue 13 days

- Work closely with all teams across the organisation developing further community, learning and participation opportunities as a direct response to the film and arts programme, and Exchange programme, contributing to the charity's mission and objectives;
- Keep up to date with the film and arts programme and Exchange programme as it develops, advising on which films and projects may have a potential to engage young audiences and community groups through bespoke activity, including attending programming meetings as and when required;
- Attend weekly Doc/Fest Film club, including watching the films assigned for each session;
- Advocate for current Doc/Fest opportunities (Youth Jury, Volunteers programme, From Door to Doc, Exchange, School Arts Programme tours) within local and national settings;
- Support funding applications as and when required and seek out new funding opportunities to support community programmes as part of the films, arts and Exchange programmes;
- Continue to develop new and existing relationships with key stakeholders;
- Deliver on planned activity planned for 2021, including digital screenings, watch parties and community screenings;
- Continue to develop a programme activity as part of the Arts Council England accredited Arts Mark school and educational programme;
- Ensure that the website reflects the community programme and Exchange programme and is updated regularly;
- Deliver on communications and outreach to build audiences for the community programme, working with the communications team;
- Represent Doc/Fest at network meetings with Create Sheffield;
- During the festival, attend, and deliver as required, workshops, screenings and activities that have been organised as part of the community programme and Exchange programme, ensuring a smooth delivery and positive experience and additional support for all involved;
- Ensure that KPIs are met for the Exchange programme, From Door to Doc project, and Arts Programme School tours;
- Produce reports and evaluations on community, learning and participation projects for internal records and evaluations and for funders and partners where required;
- Contribute to increasing the accessibility of the programme and its audiences;

- Contribute to increasing attendance by teenage and young adult audiences at appropriate screenings and exhibitions;
- With the Exchange Curator, develop workshops and new audiences in response to the Doc/Exchange programme that takes place as a tour across Sheffield City Region before and after the festival;
- Support participants from across the community programme and enable them to develop into other areas of activity as part of the festival;
- Input into appropriate sections of Final Festival Report and Debrief, and attend the post-festival Debrief.

- A passion for film and arts, and in developing community, learning, participation and engagement programmes for new and diverse audiences;
- An understanding of media literacy, of the schools, college and university curriculums and priorities in the UK, and an instinct for how film and arts programmes can be applied to develop both;
- A creative approach to developing and / or delivering workshops and engagement activity which respond to identified films or arts projects;
- Strong time management skills and ability to prioritise;
- Strong people skills and the ability to adaptively communicate with a wide range of people
- Ability to collaborate as part of a team;
- Have a flexible and adaptable approach to the needs of community groups, gatekeepers, stakeholders and audiences;
- Confidence and ability to speak about and advocate for film and the sector;
- Ability to empathise and communicate with people from all different backgrounds including vulnerable adults and those who don't usually engage with the arts;
- IT literacy and good knowledge of Microsoft Office Suite;
- Excellent project and organisational skills;
- Budget management experience;
- Some knowledge of fundraising and / or reporting;
- Understanding of the arts and charity sectors;
- Experience in evaluating and monitoring projects;
- Understanding of and commitment to Diversity and Equality and safeguarding children and vulnerable adults.

We are inviting prospective applicants to apply for this role by submitting an up-to-date CV plus either a) a covering letter (no longer than 2 pages), or b) a video letter (up to 10 minutes in length), explaining what attracts you to the role and what you can bring.

Please address applications to: Melanie Iredale, Deputy Director, c/o Corrigan Lowe, Administrative & Executive Assistant: recruitment@sheffdocfest.com

Please also direct any queries to Corrigan Lowe.

If you require further information (including requests for printed forms/access support), please contact us on +44 (0) 114 276 5141 or email recruitment@sheffdocfest.com

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.

The deadline for applications is: 8 December 2020, midday GMT

Interview date: 17 December 2020

Induction date: 11 January 2021

Festival dates: Starts 4 June 2021

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, 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. Sheffield Doc/Fest is BFI Diversity standards approved, an organisation that encourages equality of opportunity and addresses under-representation in the screen industries.

Contact:

Melanie Iredale
Deputy Director

Address:

The Workstation
15 Paternoster Row
Sheffield
S1 2BX, UK

+44 (0) 114 276 5141

sheffdocfest.com

