

Sheffield Doc | Fest

Production Manager

Contact:

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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

As Production Manager, and working closely with the Head of Production & Operations, you will play a key role in delivering all aspects of technical and logistical elements for the festival in June 2021. With a keen eye for detail and technical understanding of film and conference events, you will liaise closely with the festival teams, AV suppliers, and venues, to ensure all appropriate equipment and staff is provided, schedules are created and agreed, and budgets are adhered to. Internally, you will ensure all key cross-departmental production deadlines are communicated and met, and workflows are aligned. You will contribute to Health & Safety and planning documentation, as well as oversee recruitment of temporary venue coordinators. You must be focussed and adaptable, and with the current climate in mind, have the ability to scale up or down in certain deliverables as circumstances dictate.

Terms

Role: Production Manager

Reports to: Head of Production & Operations

Location: Online/remote initially - but subject to change and based in Sheffield during the festival period at minimum

Contract: Freelance, worker contract

Fee: £6,336

Tenure: 1 March - 23 June 2021, worked flexibly/approximately as follows:

- 1 March - 1 April, 3 days a week;
- 6 April - 23 June, 5 days a week plus weekends over the festival period.

Leave: You will accrue 9 days.

- Supporting the Head of Production & Operations, manage the logistical and technical delivery of all festival events, exhibitions, and screenings;
- Maintain relations with IT and AV suppliers, establishing equipment requirements and tracking equipment supplied;
- Conduct supplier research and propose alternatives when required;
- Manage and monitor any assigned budgets and keep within set limits, maintaining good communication at all times with Head of Production and Finance to predict cash flow or flag issues;
- Coordinate the production, testing and sign-off of pre-show onscreen assets for screenings and talks, in close collaboration with the Communications/Partnerships teams;
- Contribute to the collation, creation and distribution of the Festival's core operational documents, including the Festival Event Plan, risk assessments, schedules, event information etc, for sharing with staff, partner venues and local authorities when relevant;
- Ensure all Production deadlines in the Festival tracker are updated;
- Help to establish and communicate cross departmental deadlines to facilitate coherent workflows and interactions;
- Research and explore potential venues, and maintain relations and communication with agreed venues, ensuring event schedules and requirements are shared and understood;
- Support the Film team to coordinate digital print traffic;
- Manage the furniture hire requirements for the Festival across all teams and ensure smooth delivery, distribution, and collection;
- Maintain relationship with our post production partner, tracking all jobs and ensuring delivery deadlines met;
- Oversee the applications, interviews and appointments of the Doc/Fest Venue Coordinators;

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- Draw up rota, track hours of work, calculate fees, prepare agreements, and coordinate registration for Venue Coordinators;
- Prepare Venue Coordinator handbook, supporting documents and reporting systems;
- Arrange Venue Coordinator training day, communicating information about festival operations and production;
- Act as the first point of contact and support for Venue Coordinators during the Festival;
- Arrange the communication systems for Venue Coordinator team;
- Collate and monitor Venue Coordinator reports during Festival;
- Task assign duties to the Production Assistant, if relevant;
- Work closely with the security contractor and all internal departments to identify any requirements, agree on a schedule, prepare information handbooks for security staff, and be the first point of contact for security staff during the Festival;
- Work with the Talks team to ensure session recordings are made, collected, and archived, during the Festival;
- Work with the Film, Arts, and Operations teams to devise and deliver a system for counting and reporting audience award numbers;
- Ensure adequate staff and crew water supply and distribution across all locations, being mindful of environmental issues and waste;
- Feed into the post Festival debrief where appropriate;
- Any other reasonable tasks as required by the Head of Production & Operations.

- You have a demonstrable track record of having delivered a number of events, conferences and/or festivals;
- You have an understanding of the technical requirements involved with staging a conference event;
- You are familiar with cinema film formats;
- You have experience of creating risk assessments and other Health & Safety documentation;
- You have experience of managing multiple budgets and keeping careful track of expenditure and cash flows;
- You have managed and coordinated teams of people;
- You are experienced with Google Docs, Microsoft Word etc;
- You have a collaborative and flexible approach to working with others;
- You are an expert multi-tasker with a keen eye for detail, a pragmatic problem solver, able to prioritise tasks effectively and meet deadlines, even when under pressure;
- You can handle several tasks/projects at once and thrive under pressure;
- You are flexible with working hours, and fully available in the lead-up to and over the festival period.
- You have a passion for arts and film.

Desirable

- You have a working knowledge of Video On Demand and streaming platforms;
- You have experience of live streaming events.

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: 15 January 2021, midday GMT

Interview date: 21 January 2021

Induction date: 1 March 2021 at the earliest, building up to full-time from April

Festival dates: 4 June - 13 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.

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