

For more than 60 years, DOK Leipzig has been screening artistic documentaries and animated films from all over the world. Its programme is shaped by the festival's core values: peace, human dignity, diversity and inclusiveness. The films and experimental events convey themes of social and political relevance through the medium of art. Alongside screenings of as many as 200 short and feature-length films, the programming includes panel and audience discussions, master classes and the extended reality exhibition DOK Neuland.

DOK Industry is the networking space for the international documentary and animated film industry at DOK Leipzig. Every year, some 2,000 industry representatives meet here to discuss new works and latest developments. With a slate of programmes and events, DOK Industry fosters the creation and circulation of documentary film projects from initial concept to market.

The DOK Co-Pro Market, a two-day international co-production and networking platform, brings together some 200 selected international producers, distributors, funders and broadcasters. New creative documentary projects are presented in curated one-on-one meetings and connected with potential co-production and financing partners.

To assist the team, we are looking for

Coordinator of the DOK Co-Pro Market and Short n' Sweet (all genders welcome)

fixed-term employment or honorarium

Period: 17 April to 30 November 2023

Hours: approx. 40 h/week

Your tasks:

- Curate content and DOK Co-Pro Market activities in close consultation with the director of DOK Industry
- Organise, coordinate, implement and follow-up of the DOK Co-Pro Market, including the preparatory workshop, the supporting programme and all related events
- Manage submissions, administrate data and prepare export for the website and Project Book
- Select projects in coordination with the director of DOK Industry and external experts
- Research and communicate with cooperating partners
- Communicate with project teams and decision-makers regarding their participation in the DOK Co-Pro Market
- Edit the DOK Industry Project Book and coordinate with the graphic-design agency
- Curate and implement DOK Short n' Sweet, DOK Industry's short-film pitch
- Draft and edit press releases, newsletters and website texts
- Guide assistants and interns
- Conduct evaluations of the events, follow-up with participants and alumni from previous editions, generate statistics and preparatory work for the accounting process
- Represent DOK Leipzig at international and national industry events
- Conduct research trips to festivals and markets or attend comparable online activities, if applicable

We expect:

- Sound knowledge of festivals and the industry
- Excellent written and spoken English
- Outstanding communication skills as well as decision-making and problem-solving skills
- Experience in working with office applications and databases
- Excellent organisational skills and the ability to work well under pressure
- Independent and responsible work methods that aim to produce results
- A proven team player

We offer:

- An interesting, challenging and inspiring job in an exciting and dynamic cultural environment
- Flexible working hours, opportunities for remote working
- A pleasant team and a creative work environment

Our team is committed to diversity and inclusiveness. Variety in the backgrounds, perspectives, approaches and experience of the team members benefits our work and our interaction. We therefore welcome applications from anyone with suitable qualifications. Among equally suitable candidates, applications from individuals with a severe disability will be given preferential consideration.

Please send your application (letter of motivation and short curriculum vitae in tabular form) by 15 February 2023 to **Angela Pacher**, bewerbung@dok-leipzig.de.