

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, masterclasses and the extended reality exhibition DOK Neuland. Additional events are organised throughout the year in cooperation with partners from Germany and abroad.

DOK Industry is where the international documentary, animated film and XR industry meets at DOK Leipzig. Every year, some 1,600 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.

To support the team, we are looking to fill the position of:

## **Assistant DOK Archive Market (all genders) on a fee basis**

Period: 9 July to 22 November 2024; Hours: approx. 280

### **Your Tasks:**

- Collaborate in preparation, coordination and production tasks of the DOK Archive Market
- Support in communicating with participating archives and archive producers, obtaining information and materials for the website and other publications
- Collaborate in the preparation of the „Call for Projects“, dissemination and communication, management and support in reviewing submissions
- Support in communicating with speakers, obtaining and preparing all necessary information and materials for the website and presentations
- Coordinate decoration and branding of the venue including equipment, and signage
- On-site support and implementation of the DOK Archive Market
- Supervision of invoicing and monitoring of incoming payments

### **We Expect:**

- Excellent communication skills as well as decision making and problem-solving ability
- Proficiency in writing and speaking English
- Experience in working with office application and databases
- Excellent organisational skills and the ability to work under pressure
- Ability to work autonomously and responsibly as well as goal-oriented
- Team spirit
- Knowledge of the film industry and film festival sector is an advantage

Our team is committed to diversity and inclusion. 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) until 3 June 2024 to **Angela Pacher**, [bewerbung@dok-leipzig.de](mailto:bewerbung@dok-leipzig.de).