

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 assist the team, we are looking for a

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

Period: 9 July to 22 November 2024

Hours: approx. 480

### **Your Tasks:**

- Collaborate in preparation, coordination and production tasks as well as the execution of parts of the DOK Industry Programme, especially support in all aspects of the preparation of DOK Exchange Conference and DOK Exchange Showcase
- Process and organise project submissions in the project database and preparing selection process
- Collaborate in on-site support and implementation of DOK Exchange
- Communicate with guests, partner organisations, and delegations, speakers, experts, project holders; assist in organising their attendance at DOK Industry, dissemination of information regarding their engagements collecting and managing of materials, liaise and schedule speakers, presenters and project teams (mainly in English)
- Oversee visibility of partners in collaboration with the communication department (website, social media, newsletters, catalogue, banners and promotional materials)
- Edit and provide tailored programme information and schedules for guests, speakers and partner delegations, provide details of accreditation procedures to partners, monitoring of accreditation statuses and publication of Industry Guide profiles in collaboration with the accreditation department
- Edit guest lists, send invites and manage RSVPs and personal schedules
- Collaborate in the editing of the DOK Exchange project booklet as well as texts for the website, newsletters, mailings etc. (in English)
- Welcome, assist and guide guests, representatives of partner institutions and delegations during their participation in the industry programme
- Maintain contact and personal profile data via the guest database

**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).