

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.

To invite international guests, manage their travel arrangements and attend to their needs, we are looking for a

## **Guest Office Coordinator (all genders) on a fee basis**

Time frame: 17 July to 15 December 2024

Scope: approx. 660 hours, including full-time in September, October and early November

### **Your Tasks:**

- Inviting, making travel arrangements for and communicating with international film teams and directors of festival films as well as guests and experts attending the DOK Industry events for industry professionals
- Managing travel arrangements and stays in Leipzig
- Booking hotel rooms and communicating with the hotels (making, changing and cancelling bookings)
- Maintaining contact with consulates, embassies, universities, film funding institutes; processing applications for travel subsidies and visas; procuring travel subsidies
- Instructing and familiarising the hospitality team, including volunteers
- Providing informational and logistical assistance to accredited individuals; collaborating on the preparation of general information for accredited trade professionals, e.g. FAQs
- Assisting in preparing the guest list and maintaining the festival database
- Point of contact at the guest counter in the festival centre; assisting with the move from the DOK office to the festival centre

- Liaising with accreditation management and coordinating closely with the programming and DOK Industry departments
- Monitoring the budget continually by comparing target and actual amounts in close consultation with the finance department
- Timely and professional assistance in preparing invoices and budgets for the finance department
- Written evaluations and meetings to discuss them

### **We Expect:**

- An independent, diligent and conscientious work ethic with a strong commitment to service
- Fluent written and spoken German and English; additional foreign language skills are a plus
- Excellent organisational skills, ability to work under pressure, meticulous handling of the database
- Enthusiasm for working in a team
- Friendliness and excellent communication skills
- Pleasure in dealing with international guests
- Relevant professional experience at a cultural institution or festival is preferred

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) by 15 May 2024 to **Angela Pacher**, [bewerbung@dok-leipzig.de](mailto:bewerbung@dok-leipzig.de).