

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

## **Producer: Ex Oriente Film Workshop (all genders) on a fee basis**

**Period: 9 July to 29 November 2024; Hours: approx. 320**

### **Your Tasks:**

- Prepare and implement the “Ex Oriente Film” workshop for feature-length documentaries and documentary series from Central and East Europe in close cooperation with the Czech partner organisation and the DOK Industry team
- Coordinate and book travel and accommodation for tutors and participants
- Relate with the DOK Leipzig accreditation management
- Create detailed implementation planning sheets and schedules
- Relate with the workshop venue, coordinate workshop catering
- Collect requirements for technical equipment and procurement
- Scout restaurants for daily tutors' dinners, booking and implementation
- Participate in writing and reviewing texts for online publication, newsletters, mailings (in English)
- Welcome, assist and guide workshop tutors and participants

- Create a schedule for volunteers and briefing
- Budget controlling and accounting of all project related costs together with the director of DOK Industry and DOK Leipzig's finance department
- Final evaluation and reporting

### **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
- Experience in event management

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).