



Arts Programme Curator

Contact:

Melanie Iredale, Deputy Director

c/o Corrigan Lowe, Administrative & Executive Assistant

recruitment@sheffdocfest.com

Address:

The Workstation

15 Paternoster Row

Sheffield

S1 2BX, UK

+44 (0) 114 276 5141

sheffdocfest.com

Sheffield Doc/Fest is an international film and arts festival and marketplace, with a mission to spark imaginations and empower our capacity for change by celebrating, championing and debating documentary film and art as a collective form of engagement.

Through supporting and sharing non-fiction storytelling, Doc/Fest aims to provide a creative space for discovery, challenge and collaboration. As an internationalist and inclusive festival, we embody a commitment to equality and access for all communities, bringing together established creatives, new voices and our host city to shape and question stories of the world we live in. We provide a space for artistic freedom and exchange, for exploration of the ways in which filmmakers, artists and the public may collectively create a fairer society.

We do this through the following programmes:

Artistic Programme

Films – Competitions and retrospective programmes from around the globe, giving multiple views on our times and on contemporary film.

Arts – A series of platforms for digital artworks, installations and performances, playing with non-fiction boundaries and expanding them.

Talks – A chance to hear from the talents, filmmakers and artists in the programme.

Industry Programme

Market - Marketplace and pitching opportunities.

Sessions – Panels and debates discussing challenges and opportunities in the industry.

Talent - Training initiatives and workshops.

Networking - Receptions and socials, for work, play and dance.

Sheffield Doc/Fest is run by International Documentary Festival Sheffield, an independent registered charity (no. 1184849), whose purpose is to advance the art of film, education and training in documentary filmmaking. Our core values as a charity centre around empathy, inclusiveness, social engagement, freedom and internationalism.

The 28th edition of Doc/Fest will take place starting 4 June 2021 - both here in Sheffield and online.

Overview

Sheffield Doc/Fest seeks a Curator for its 2021 Arts Programme as part of our 28th edition in June. Doc/Fest's annual Arts Programme is a space for experimentation in digital art practice, exploring narratives through research and bringing together varied forms and languages. This year that space will be a hybrid one - in Sheffield and online, playing with non-fiction boundaries and expanding them.

The role of the Curator will be to develop and deliver the artistic direction of the 2021 exhibition programme - a series of platforms, allowing for the discovery of a multiplicity of artists, artworks and practices in non-fiction from around the world. To give context to the artworks and a platform for the artists, the Curator will also programme a series of talks and sessions in parallel with the exhibition programme - again in Sheffield and online - a series of encounters and discussions bringing together artists, academia and public, in a dialogue between contemporary experience and artistic practice and research.

Terms

Role: Arts Programme Curator

Reports to: Festival Director

Location: Remote/home working in early 2021, based in Sheffield in the lead up to and over the Festival, when safe to do so.

Contract: Freelance, worker contract

Fee: £12,610

Tenure: 1 February - 25 June 2021, worked flexibly/approximately as follows:

- 1 February - 19 February, 3 days a week
- 22 February - 25 June, 5 days a week plus weekends over the festival period.

Leave: You will accrue 12 days.

Artistic/Curation

- To develop the artistic vision for the Arts Programme at Sheffield Doc/Fest for the 2021 festival and for year-round activity, in line with the overall Festival vision set by the Festival Director;
- Curate the Arts Programme exhibitions, physical and online - Showcasing artistic excellence in digital nonfiction projects and diverse artistic practices of storytelling from around the world for this world leading festival programme in cohesion with other teams;
- To lead, with the Arts Programme Producer, on the implementation of that artistic vision for the Arts Programme programme, within available resources, and in line with the objectives of the Arts Council NPO agreement and other key partners and supporters;
- Support and facilitate the commissioning of new works, physical and online – through new partnerships, overseeing the promotion, leading on the selection and appointment processes and supporting those selected artists;
- Integrate pre-existing commitments into the artistic programme (2020 commission, not delivered due to COVID-19);
- Ensure all Arts Programme entries are watched and considered and make the final selection, in collaboration with the artistic team;
- Represent Doc/Fest and the 2021 Arts Programme's artistic vision as an ambassador nationally and internationally giving talks, on panels, at events and during research activities contributing to the programme.

Fundraising and Budget Management

- Oversee and be responsible for the Alternate Realities Exhibition and Talks/Sessions budget;
- Collaborate in defining the strategy for funding and sponsorship for the Arts Programme Exhibitions, Talks/Sessions, commission and awards for 2021 to be implemented by the Arts Programme Producer and by the Director of Partnerships & Development;

- Seek new partners, collaborators and investors, overseeing proposals, and pursuing conversations to help contribute to the Arts Programme programme budget, to relieve spend or increase production quality;
- Be the main Doc/Fest representative for the relationship with Site Gallery, a key stakeholder, from the artistic point of view.

Arts Programme Exhibition Production (physical and online)

- Regularly update Sheffield Doc/Fest's Team on the planning, programming and preparations of the Arts Programme through weekly meetings and routines;
- Ensure the programme is confirmed in time for schedule lock early April (to be determined) and the deadline for delivery of materials;
- Oversee the timely delivery of festival publications, write the wall text and introductions, approve project copy, overviews and interpretive materials for the Arts Programme, for promotional and press purposes;
- Lead on the exhibition floor plan and design;
- Lead on the building of the online exhibition, by collaborating in the choice of digital partners and platforms, and the scheduling of events;
- Work with the Doc/Fest Communication & Press teams to promote the Arts Programme digitally but also within the local community;
- Present the Arts Programme exhibition, as part of the Programme Launch in Sheffield and London, physically and/or online, and be a spokesperson where agreed for relevant press interviews, stakeholder tours and relevant meetings in the lead up to and during the Festival;
- Line manage the Arts Programme Producer;
- Oversee the Install, Festival production and derig. Be a point of contact, together with the Arts Programme Producer, for the Arts Programme team for delivery of the exhibition – and respond to problems/questions. Ensuring that the exhibition opens on time;

Sheffield Doc|Fest

- Together with the Director of Partnerships & Development, welcome all Arts Programme funders, partners and key guests during the Festival, ensuring their satisfaction with their investment.

Arts Programme Talks & Sessions

- Together with the Festival Director, the Deputy Director and the Director of Marketplace and Industry, programme a series of Talks & Sessions related and expanding the Arts Programme - artists' talks, artistic panels, professional and industry sessions (bringing together artists and influencers to share insight into the most compelling areas of digital arts and strategic circulation), among other activities;
- Working with Director of Partnerships & Development and Industry Partnerships Executive, defining the strategy for funding and sponsorship for the Arts Programme Talks & Sessions, seeking new partners and investors, overseeing proposals, and pursuing conversations to help contribute to the its budget, relieve spend or increase production quality;
- Working with the Festival Director, the Deputy Director and the Director of Marketplace & Industry, for the optimization of resources, less spending, and consistency across the programme - looking to sharing guests, spaces, communication campaigns, etc. Research and curate the programme of talks and performances as part of the Arts Programme Talks & Sessions, ensuring inter-connection and cohesion with themes and strands from the Arts Programme exhibitions, and across other programmes: Films, Talks & Sessions, Marketplace & Talent;
- Feed into the choice of platforms and digital partners for delivery of the online Talks & Sessions, guaranteeing the best user's experience, and the widest outreach;
- Ensure the Arts Programme Talks & Sessions programme is confirmed in time for schedule lock mid April and the deadline for delivery of materials;
- Work closely with Sheffield Doc/Fest's Talks & Sessions team and Arts Programme Programme Producer to oversee the planning, production and delivery of the Arts Programme Talks & Sessions;
- With the Talks & Sessions Producer, brief all speakers and chairs ahead of the Sessions taking place;
- Host the Arts Programme Talks & Sessions or source another external host, budgets permitting;

Sheffield Doc | Fest

- Oversee the Arts Programme Talks & Sessions production budgets, ensuring spend falls in line with the vision for the programme, as well as within budgets set;
- Ensure the Arts Programme Talks & Sessions programme is delivered within the budget set, to be managed by the Arts Programme Producer;
- Work with the Communications & Press team to promote the Arts Programme Talks & Sessions , writing introductory and promotional material where needed;
- Present the Arts Programme Talks & Sessions programme, as part of the Programme Launch in Sheffield and London, physically and/or online;
- Work closely with the Arts Programme Producer, Talks & Sessions and Production teams on the delivery of the Arts Programme Talks & Sessions;
- Feed into the 2021 Sheffield Doc/Fest debrief and prepare a brief report on the outcomes of, and recommendations for, the Arts Programme, by the end of June.

Consult on the Arts Talent Market

- Influence and input into the strategy and implementation for the delivery of the Arts Talent Market, together with the Director of Marketplace & Talent. Ensuring there is a coherence between the Arts Talent Market and the Arts Programme;
- To bring new decision makers to the Arts Talent Market to help create new opportunities for the artists who attend;
- Recommend potential artists for the selection of the Arts Talent Market, alongside the Marketplace & Industry team.

Year-Round activity

- Lead on ideas for Sheffield Doc/Fest's 2021 "All Year" programme, which seeks to extend the Arts Programme beyond the scope and days of the Festival;
- Curate selection of projects and talent for the onward touring activity relating to the Arts Programme in collaboration with touring partners.

Sheffield Doc | Fest

Evaluation/Reporting

- Together with the Arts Programme Producer, evaluate and lead on the reporting on the success and learnings of the 2021 Arts Programme, internally, for the Doc/Fest Board, for Arts Council NPO and to other key partners and supporters with other team members;
- Feed into the Sheffield Doc/Fest debrief and draft a brief report on the outcomes of, and recommendations for, Arts Programme Exhibitions/commissions end June.

- Passion for, and deep knowledge of, non-fiction art, including but not limited to digital and interactive art;
- Positive experience of working with artists, mentoring artists, working with them to develop, help realise, and exhibit their work;
- Experience of curating and producing digital art exhibitions – both online and physically, either in gallery or non-gallery settings;
- Passion for expanding the field of non-fiction storytelling through experimental artistic research and combining different media, online and offline;
- Commitment to diversity and inclusion both in programming and audience development, in line with the charity's equal opportunities policy and Arts Council's Creative Case for Diversity;
- Experience of leading and motivating a team, while maintaining effective communication with a wider team, including remotely/virtually;
- Bring connections with artists, galleries, funders and commissioners, and other arts industry connections, nationally and internationally.

We are inviting prospective applicants to apply for this role by submitting an up-to-date CV plus either a) a covering letter (no longer than 2 pages), or b) a video letter (up to 10 minutes in length), explaining what attracts you to the role and what you can bring.

Please address applications to: Melanie Iredale, Deputy Director, c/o Corrigan Lowe, Administrative & Executive Assistant: recruitment@sheffdocfest.com

Please also direct any queries to Corrigan Lowe.

If you require further information (including requests for printed forms/access support), please contact us on +44 (0) 114 276 5141 or email recruitment@sheffdocfest.com

We monitor the diversity of our workforce and for the purposes of reporting to our key funders we ask that you help us by completing the following [questionnaire](#) anonymously.

The deadline for applications is: 7 January 2021, midday GMT

Interview date: 14 January 2021

Induction date: 1 February 2021 at the earliest, building up to full-time from March, or ASAP

Festival dates: Starts 4 June - 13 June 2021

Contract end date: 25 June 2021

Our jobs are like our festival, open to all.

Sheffield Doc/Fest believes that documentaries, and those working in the arts and in media – including ourselves - have a part to play in creating a society which is proud of its diversity and its multi-cultural heritage.

Doc/Fest's programme-centred approach to inclusiveness puts diversity at the forefront of its activity. Through the documentaries we showcase and the talent we develop, we aim to celebrate diversity, promote equality and challenge discrimination.

Equally, we are committed to providing a welcoming, accessible, inclusive and positive experience for all festival attendees, team members and volunteers – regardless of age, disability, sex, gender, sexuality, marital/civil partnership status, pregnancy/maternity/paternity, race, religion/belief, or socio-economic background. We're proud to be a Disability Confident committed employer, supporting disabled people in the workplace. Sheffield Doc/Fest is BFI Diversity standards approved, an organisation that encourages equality of opportunity and addresses under-representation in the screen industries.

Contact:

Melanie Iredale
Deputy Director

Address:

The Workstation
15 Paternoster Row
Sheffield
S1 2BX, UK

+44 (0) 114 276 5141

sheffdocfest.com

