

Open assistant position in the industry section of DOK.fest München

DOK.forum, the industry platform of DOK.fest München, is the networking hub for the German-speaking and international documentary film industry. It sees itself as a think tank for the industry and as a platform for projects in the development process. Our two programme segments DOK.forum Perspectives and DOK.forum Marketplace are closely intertwined:

- DOK.forum Perspectives, as a conference in workshops and other public events, invites you to develop visions and impulses for the future of documentary film.
- As a co-production and co-creation market, the DOK.forum Marketplace offers various formats for the further development and realisation of new documentary film projects.

For the upcoming DOK.forum (3–11 May 2023) we are looking for an **assistant** for our Marketplace for the period **1 December 2022 or 1 January 2023 to 31 May 2023 (full-time) and from 1 June to 31 June 2023 (part-time)**.

The **tasks** include in detail:

- Assistance with the planning, organisation, implementation and follow-up of the DOK.forum Marketplace events (this includes the venue, technology (vsl. hybrid event format), catering, hygiene measures, evening activities)
- Communication: managing the DOK.forum Call for Entries, community management for the DOK.forum events, writing articles for the website and social media as well as producing the Marketplace catalogue in cooperation with the communication department
- Assistance with the selection of projects
- Invitation of project teams and further communication with filmmakers, close coordination of travel and hotel planning with the guest relations department
- Coordination and cooperation with the DOK.forum internship team
- Management of the event team on site and online (e.g. technicians, volunteers)
- Coordinating the accreditation of DOK.forum Marketplace guests
- Assistance with reporting on the event afterwards for our partners and sponsors

Profile sought:

- Experience in event organisation
- Communication skills, friendly and self-confident appearance
- Knowledge of the German-speaking and international documentary film industry an advantage
- Very good knowledge of written and spoken English, knowledge of German available
- A high degree of independence, ability to work in a team, commitment and flexibility
- Interest in working for DOK.forum for several years

We offer:

- Good networking opportunities in the German-speaking as well as in the international documentary film industry
- Flexible and self-reliant work with the possibility of working in home office
- Cooperation with a committed team in a friendly working atmosphere
- Fixed DOK.fest assistant salary

Further details on work content, scope of work and salary are available on request or at our office.

If you are interested, please send your **CV with a letter of motivation by Sunday, 20 November 2022** to:

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