



AUSTRALIAN
INTERNATIONAL
DOCUMENTARY
CONFERENCE

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ABN 31 098 558 313

CONFERENCE PROGRAMMER POSITION DESCRIPTION

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| Position: | Conference Programmer |
| Term: | Short-term fixed contact |
| Start Date: | 23 August 2021 |
| End Date: | 11 March 2022 |
| Hours*: | 23 August – December 2021 – Four (4) days per week January – 11 March 2022 – Full time <i>*start date and working days negotiable</i> |
| Reports To: | CEO / Creative Director |
| Salary: | \$70,000 pro rata plus superannuation at 10 % |

Organisational Context

Established in 1987, AIDC is a not-for-profit organisation committed to the sustainability of documentary, factual and unscripted storytelling in all screen and digital forms. Serving both the commercial and creative needs of the industry, AIDC organises a marketplace for documentary and factual product, showcases the work of Australian and international producers, and creates a forum to discuss content, craft, technology and future directions. Our goal is to connect creators, purveyors and viewers of nonfiction screen content in ways that promote business, inspire creativity and ignite social change.

Position Summary

AIDC is seeking a dynamic programmer to develop a curated suite of programs for the 2022 Australian International Documentary Conference. Working in consultation with the CEO/Creative Director and in collaboration with a small team, the Conference Programmer is responsible for ensuring AIDC 2022 features a diverse mix of world-class speakers and sessions that promote business, inspire creativity and ignite social change within the nonfiction screen sector. Sessions will include keynotes, masterclasses, workshops, industry panels and some screenings. The Programmer will also work closely with AIDC industry partners to develop sessions that align with each partner's key goals.

The ideal candidate will have extensive knowledge and passion for the Australian and International documentary and factual sector, previous programming experience for a cultural, arts or industry organisation, an extensive knowledge of documentary and factual screen content and a broad network of expert industry contacts.

Your personal attributes include high-level creative thinking to bring innovative ideas to program development, excellent written and verbal communication skills, the ability to think laterally, take initiative and apply logic and problem-solving skills to program delivery especially during a time of COVID. You will be highly organised and efficient and have the ability to multi-task and work collaboratively with the team in a pressured environment with strict deadlines.

Key Responsibilities

- Under the direction of the CEO/Creative Director, develop and deliver a world-class conference program adhering to the 2022 Conference Programming plan.
- Draw on your extensive networks and knowledge of the documentary and factual sector to pursue high-calibre, quality speakers and content creators, guests, industry leaders and decision-makers in the documentary, factual and interactive fields across all platforms.
- Consult with the Programming Advisory Committee on a regular basis and schedule and conduct a minimum of two Programming Advisory Committee meetings to develop new ideas and a diverse program.
- Manage all program administration related to the conference, including but not limited to: guest invitations & contracting of speakers and session producers; securing photos, bios and correct titles for all participants; sending out session briefs, itineraries and run sheets where appropriate.
- Ensure that all information on the AIDC website regarding speakers, sessions and screenings remains up-to-date at all times.
- Work closely with the Marketplace team to incorporate sessions that include international decision-makers attending the event (physically or virtually).
- Work closely with the Partnerships & Initiatives Producer and Creative Director to develop sessions that incorporate key industry and cultural stakeholders including broadcasters and state and federal funding agencies.
- Find, contract and manage a diverse team of conference session producers to assist creating and executing the program.
- Where necessary, assist the Marketplace and Partnerships teams with the running of pitching initiatives taking place within the conference program.
- Alongside Indigenous advisors and the Creative Director, support the development and running of the Indigenous Creators Program.
- Work closely with the Production and Programs Coordinator to gather all AV materials for the conference program.

- Work strategically with AIDC's publicity, marketing and partnerships teams to provide detailed program information in a timely fashion to maximise promotional opportunities that generate publicity and increase delegate registrations.
- Consult with the AIDC team to ensure all aspects of the event are smoothly integrated and assist other team members as required.

Selection Criteria

- Current knowledge and understanding of key trends and players in the national and international documentary, factual and interactive screen sectors.
- Demonstrated direct experience in programming a major event such as a festival or conference with evidence of previous successful outcomes.
- Excellent written and verbal communication skills which can be applied to writing program and session notes, and introducing and moderating sessions.
- Excellent interpersonal and negotiation skills with a proven ability to communicate effectively with the event delivery team and event participants, as well as cultural, corporate and industry stakeholders.
- Capacity to work both autonomously and collaboratively as part of a team, with a flexible approach to shifting priorities and solid problem-solving capabilities, a willingness to take direction, adapt to competing priorities and remain calm under pressure.
- Advanced organisational and time management skills with the ability to multitask and manage a number of programs simultaneously.
- Demonstrated budget management and negotiation skills with impeccable attention to detail.
- High level of digital and online literacy, including experience with Microsoft Office, CRMs, Google Docs for business, and Zoom.

Selection Criteria (Highly Desirable)

- Strong knowledge of the international marketplace, including international buyers.
- Interest in/knowledge of emerging trends and technologies such as VR/AR.
- Production experience in the documentary and/or factual television or wider film and television industry.
- Confidence in public speaking and session moderating.

KPIs

- An equal balance between factual and documentary content
- Key local production companies and practitioners included in the program
- 90-95 % approval rating of conference programs from AIDC delegates
- Program a balance of quality masterclasses, keynotes and industry panels
- Develop and deliver a successful Innovation Day program
- Ensure breadth of speakers representing diverse voices from the sector
- Ensure diversity of gender representation across speakers and ensure at least 50% speakers are female.

AIDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Applications

This is a contract position commencing 23 August 2021 and running until 11 March, 2022.

For confidential enquiries contact: Natasha Gadd natasha@aidc.com.au

Please **submit a cover letter in which you address the selection criteria as well as** a CV and relevant contact details to: admin@aidc.com.au

Applications Close: Monday 16 August 2021