



Visions du Réel, International Film Festival Nyon, is looking for:

Production Coordinator (Short-term Contract)

from January to April 2024 (100%, 4 months)

The production coordinator is responsible for managing and producing activities and events related to VdR-Industry.

Visions du Réel

The 55th edition of Visions du Réel, the International Film Festival Nyon, will take place from April 12 to April 21, 2024. As the only festival dedicated to creative documentary filmmaking in Switzerland, Visions du Réel enjoys international acclaim. It is one of the most significant festivals in the world for documentary cinema and brings together more than 45,000 spectators and over 1,300 industry professionals per edition. The Industry segment of the Festival, a professional branch of the Festival, supports and promotes film projects at every stage of their development and production. VdR-Industry is one of the most important film markets in Europe in this field and provides an international networking platform for cinema professionals.

Key Responsibilities

- ☐ Reporting to the Industry Manager, implement industry production elements including all AV content, infrastructure, signage, technical and operational procedures for the industry program and associated activities.
- ☐ Assist the Industry Manager with the management of industry program administration, including but not limited to inputting all session information into Eventival and collating run-sheets and itineraries.
- ☐ Ensure the timely and efficient managing and tracking of all technical needs for the industry program, including the collation of AV materials, slides, etc..
- ☐ Establish an AV tracking system for the industry program
- ☐ Check all video content for industry pitches and talks for content warnings, subtitles, glitches.
- ☐ Liaise with the Industry Manager to ensure that all audio-visual and other technical and infrastructural requirements are collected and recorded including slides, presentations, video edits, furniture, water servicing, signage and partnership collateral.
- ☐ Liaise with the Communications Team and Industry Manager to facilitate the production and installation of event and directional signage and digital slides.
- ☐ Assist the Industry Manager and Communications team with keeping information on the website up to date at all times.
- ☐ Work with the Industry Manager to ensure all sponsor materials are received on time and utilised when and where required.
- ☐ Work with the Industry Manager to schedule preparation meetings for talks and pitch sessions.
- ☐ Prepare and cross-check run sheets for each industry event for Industry Manager and Head of Industry.
- ☐ Ensure any release forms are prepared, compiled and completed for talks.

- ☐ Coordinate preparation and management of lanyards/name tags, conference bags and collateral elements required to be included.
- ☐ Together with the Industry Manager, handle the bump in and bump out of venues.
- ☐ Assist the Industry Manager to ensure the set up and lay out for Pitches, Roundtables, One-on-one Pitching, Labs and Talks.
- ☐ Maintain appropriate records and ensure that all invoices are received and forwarded to the accounts team for processing in a timely manner.
- ☐ Write a short report at the conclusion of the event with highlights, summary of activities, problems encountered and recommendations for improvements for the next event.

Selection Criteria

- ☐ Minimum 2 years' experience in a similar role within a festival or marketplace setting.
- ☐ Proven ability to communicate effectively with Executive Management, event participants and stakeholders.
- ☐ Capacity to work both autonomously and collaboratively as part of a team, with a flexible approach to shifting priorities and solid problem solving capability, a willingness to take direction, adapt to competing priorities and remain calm under pressure.
- ☐ Proven experience in delivering production elements, specifically AV components in multiple formats on time and within the agreed budget.
- ☐ Advanced time management and organization skills and ability to meet a large number of competing deadlines.
- ☐ High level of digital literacy on MAC platforms and the Google Suite.
- ☐ Experience with databases and web design a benefit (Wordpress).
- ☐ English or French language.

Work Rate : 100%, with a residency period in Nyon during the Festival
(accommodation provided during the Festival period, from April
12 to April 21, 2024)

Location : Nyon

Application deadline : 15 novembre 2023

Start Date : Beginning of January 2024, to be agreed upon

Please submit your complete application (CV + cover letter in English) to Alice Burgin (Head of Industry) and send it by email with the subject "Industry: Production Coordinator" to the following address: rh@visionsdureel.ch

For further information, feel free to contact Mateo Ybarra (Industry Manager) via email at mybarra@visionsdureel.ch