

Doc Edge Producer

Fixed-term (6 months) | Late February – Late August 2026

Location: In-office, Tāmaki Makaurau Auckland (with travel as required)

Reports to: Directors

Salary: Commensurate with experience

Eligibility: Applicants must have the right to work in New Zealand

About Doc Edge

Doc Edge is New Zealand’s national organisation for documentaries, established in 2004 as a not-for-profit charitable trust. Renowned as a premier Asia Pacific hub for documentary storytelling, Doc Edge is dedicated to celebrating, supporting, and showcasing documentaries. Its flagship program, the Doc Edge Festival, is an Academy Awards® qualifying international documentary festival, featuring films, immersive exhibits, and industry events. Additional programs include the Doc Edge Awards, Doc Edge Immersive Exhibition, and Doc Edge Industry, which support filmmakers through networking, pitching, and market opportunities. Doc Edge also operates the Doc Edge Schools program, offering curated documentaries and educational resources to inspire students nationwide.

Doc Edge champions bold, diverse, and innovative documentary storytelling, supporting filmmakers and connecting audiences, industry, and ideas across Aotearoa and the Asia Pacific region.

About the Role

The Producer is responsible for the end-to-end delivery of the Doc Edge Festival and Doc Edge’s industry programmes and professional events.

Working closely with the Directors and core team, this role leads the planning and execution of screenings, awards, forums, pitches, markets, and special events. It is a hands-on, fast-paced role suited to an experienced producer who thrives in a festival environment and enjoys working across both creative and industry-facing programmes.

The Producer plays a critical role in delivering a high-quality, professional, and safe experience for audiences, filmmakers, industry guests, partners, and venues.

Values, Professional Conduct & Safety

Doc Edge is committed to being a space for robust, respectful, and pluralistic dialogue. We believe in freedom of expression, cultural exchange, and the importance of documentary storytelling in exploring complex and contested realities.

The Producer is expected to uphold Doc Edge's values, including:

- Open inquiry, artistic freedom, and respectful debate
- A safe, inclusive, and respectful environment for staff, creatives, guests, and audiences
- Zero tolerance for bullying, harassment, or discrimination
- Professionalism, care, and discretion when navigating public scrutiny, protest, advocacy, or external pressure
- Calm and consistent management of sensitive situations, aligned with organisational values and obligations
- Commitment to tikanga Māori and Te Tiriti o Waitangi principles
- Truth, authenticity, and respectful dialogue
- Arts and culture as safe spaces for inquiry, expression, and exchange

Key Responsibilities

Festival Delivery

- Produce and deliver the Doc Edge Festival and all associated public events, including Opening and Closing Nights, Awards, and special events
- Oversee event logistics, schedules, production planning, and technical requirements
- Liaise with cinemas, venues, technical suppliers, and contractors
- Manage ticketing systems and box office operations
- Coordinate participant communications and on-the-ground event logistics
- Manage event-related contracts and supplier relationships

Industry Programmes

- Produce and deliver Doc Edge's industry programmes, including Forum, Pitch, and Market
- Liaise with venues, speakers, facilitators, and industry partners

- Manage industry registrations and delegate logistics
- Coordinate communications with industry guests and participants
- Manage contracts and suppliers related to industry events

Operations & Collaboration

- Work closely with the Directors to deliver festival and industry initiatives
- Coordinate volunteers, casual staff, and event support teams
- Oversee and support marketing and communications to promote festival and industry content
- Support through public-facing communications and publicity as required
- Assist with funding applications, reporting, and stakeholder requirements
- Maintain and strengthen relationships with partners, sponsors, and sector stakeholders
- Contribute to a safe working environment in line with Health & Safety requirements
- Undertake other duties reasonably required to support Doc Edge activities

Skills & Experience

- Demonstrated experience producing festivals, industry events, or large-scale cultural programmes
- Experience working within a festival, screen, or cultural organisation
- Strong understanding of event management, venue operations, and ticketing systems
- Knowledge of documentary film and screen culture; strong understanding of the New Zealand screen sector essential (international experience an advantage)
- Understanding of technical requirements for film screenings and live events
- Excellent organisational skills and attention to detail
- Ability to manage multiple projects and tight deadlines
- Strong written and verbal communication skills
- Proven relationship-building and stakeholder management capability
- Confident, proactive, and solutions-focused

- Comfortable working in a small, committed team
- Competency with MS Office; experience with Microsoft Teams, Mailchimp, and EDMs an advantage

Applications

To apply, please send your CV, a cover letter outlining your relevant experience and why you are the best person for the role to info@docedge.nz

Applications close: 12pm Friday, 13 February 2026

Doc Edge is an equal opportunity employer and encourages applications from people of all backgrounds.

Doc Edge, here's a clear review and guidance, followed by a tightened public-ready listing now in the canvas.