

Job Title: Christmas Lectures Project Manager
Date: June 2022
Accountable to: Director of Science Engagement
Location: Albemarle Street and other locations as needed
Contract type: Full time, 35 hours per week
6-month Fixed Term Contract (Aug 2022 – Jan 2023)
Salary: £40k - £44k pro rated for the term of the contract

The Project

Started by Michael Faraday in 1825, and now broadcast on national television every year, the CHRISTMAS LECTURES from the Royal Institution are the UK's flagship science series. The three part series is filmed in front of a live audience in the Ri's famous lecture theatre and watched by millions on the BBC over the festive period and on BBC iPlayer and the Ri YouTube channel afterwards.

Job Purpose

The Christmas Lectures Project Manager leads the preparations and execution of the CHRISTMAS LECTURES working with academic researchers, a TV production company, multi-media content developers, science communication professionals and an 'assortment of kids, animals and unpredictable props'

Main duties of the role

- **Project Schedule:** Create and maintain the Project Schedule (i.e., the MS-Excel List of activities), collecting status, risks, issues from the activity owners, and reporting the relevant information in a clear/concise manner to the Director of Science Engagement;
- **Project Management Meetings:** Running the Project Management Meetings; writing and distributing the agenda, writing-up and distributing actions, and chasing the current status of those outstanding actions
- **Project Steering Committee:** Manage the Steering Committee meetings to discuss outstanding decisions, progress and issues with Ri Leadership and produce the key decision 'look ahead' and ensure actions take place
- **Albemarle Room Use / Building Preparation:** Working with the Production Lead, Venue Hire and the Demo Lead to ensure production, maintenance and communication of a detailed schedule of room usage
- **Budget:** Managing the non-staff budget, liaising with Finance where required to resolve purchasing contentions.
- **Resourcing:** The Christmas Lecture team is a mixture of permanent staff members, PhD Interns, and external contractors (about 20 people, albeit most are part-time). The Project Manager will oversee their onboarding where required and supervise the PhD intern
- **Production Liaison:** Working closely with the TV Production Company (Windfall) to ensure the detailed schedule for the entire production runs smoothly
- **Script Development:** Working with close direction from the Director of Science Engagement, to ensure all relevant parties understand the process and timing to input into Script Development.
- **Demo/Prop Development:** supporting the Demo Team.
- **Showtime:** providing oversight and issue mitigation and supporting 'on the nights', with exact roles to be determined closer to the time

There may be heavy lifting or access to hazardous material, but full Risk Assessments will be carried out and training and support given where necessary.

General responsibilities applicable to all staff

- Understand and support the vision, mission and aims of the Ri
- Maintain awareness of your own and others' Health and Safety, and comply with the Ri's Health and Safety policy
- Adhere to and champion the Ri's policy and practices on Child Safeguarding
- Adhere to comply with all Ri policies relating to the Data Protection Regulations 2018
- Encourage team working and effective communication with colleagues
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner at all times
- Comply with Ri financial policies and practices as applicable

Undertake other duties as may be reasonably requested of your post

Skills, experience and knowledge

Essential (E) Desirable (D)

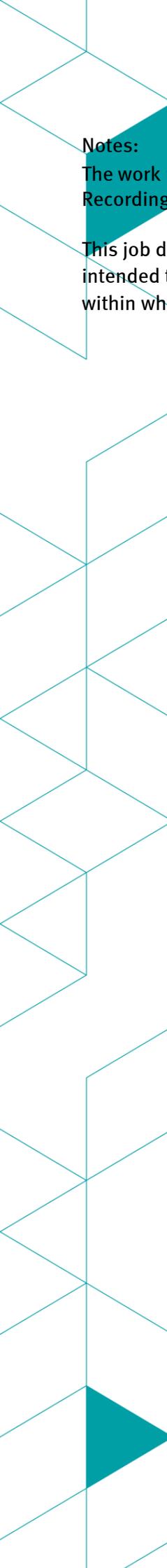
• Strong verbal communication, with ability to have difficult conversations in open, empathetic, and positive way	E
• Project management experience (preferably in a production/show environment)	E
• Attention to detail with regards to tracking status of tasks, risks, and issues	E
• Track record of managing key stakeholder relationships	E
• Good working knowledge of MS Office, especially Excel	E
• Some experience of people management and ability to bring the best out of people and enable them to work effectively together	E
• Experience of budget management and cost control, including an understanding of financial terminology e.g. income, expenditure, variances etc.	D
• Understanding of what the Ri achieves from the Christmas Lecture series	D

Qualifications

• Educated to A-Level or equivalent experience	E
• Project management qualification	D

Personal Attributes

• Excellent interpersonal skills with proven ability to work collaboratively.	E
• Able to find pragmatic solutions, seek improvements, and adapt to changing situations.	E
• Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.	E
• Positive "can do" attitude and willingness to support others where needed.	E
• Ability to multi-task and work in a fast-paced environment.	E
• Flexibility and willingness to work evenings and weekends, if required.	E
• Undertake other duties as may be reasonably requested of your post	E



Notes:

The work may involve some travel, and will definitely require weekend working nearer to the Live Recordings; there will also be some 'out of hours' working necessary

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.