

Job Title: Science Talks Producer
Date: April 2024
Accountable to: Head of Public and Family Programmes
Accountable for: Assistant Public Programmes Producer, interns and casual event staff
Location: Albemarle St, London with some remote working
Contract type: Permanent
Part-time/Full-time (28 to 35 hours per week) including evening and weekend work
Salary: c. £38k per annum (pro-rata for part-time)

Job Purpose

To oversee the curation, development, delivery and hosting of the Ri's distinctive science talks and events, in-person in our theatre and online, to engage and grow our audiences.

Main responsibilities of the role

- Curate a balanced portfolio of science/STEM talks and lectures that increase the reach, diversity and satisfaction of our public audiences, in line with our overall strategy and your departmental business plan
- Manage the planning and delivery of two to three events per week (including weekends), which include our prestigious Ri Discourses, short courses, and lectures
- Liaise with colleagues (including casual staff), speakers, hosts, sponsors, stakeholders, caterers, and others as needed to ensure each event is effectively and safely managed
- Act as host for selected events, including welcoming people to the Theatre, introducing speakers and chairing questions from the audience
- Collect, analyse and implement data and insight about our audiences to continually improve our reach and impact
- Work closely with colleagues across the organisation to enable effective marketing of our events and Membership
- Develop systematic and opportunistic collaborations with the Demos and Heritage teams to ensure a distinctive Ri quality to our events programme
- Develop relationships with a broad range of new and existing speakers, publishers, press/PR offices, and others to ensure our content is high-quality, relevant, and cutting-edge
- Keep up to date with key developments in the field of science, research and innovation, including developing new content partnerships and programme sponsorships
- Effectively manage the Public Programmes budget to achieve our financial and non-financial targets and ensure the sustainability of the programme
- Represent the Ri at networking and other relevant events, and be an ambassador externally for the Ri's work and mission
- Respond to all enquiries in a timely and professional manner

- Ensure we keep accurate, up-to-date and compliant records (e.g. on Eventbrite, Salesforce)

General responsibilities applicable to all staff

- Understand and support the Ri strategy including the Ri vision, mission and aims
- Promote the Ri values and encourage team working and effective communication with colleagues
- Help achieve EDIA goals across the organisation and, as a people manager, promote diversity and inclusion at the Ri
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner
- Maintain awareness of your own and others' Health and Safety, and comply with the Ri's Health and Safety policy
- Comply with and champion the Ri financial and other policies and practices including Health & Safety, Safeguarding and GDPR
- Undertake other responsibilities as may be reasonably requested of your post.

Skills, experience and knowledge

Essential (E) Desirable (D)

In-depth experience of designing and managing live events for public or general audiences	E
Experience of designing or organising events on science themes or with scientists	D
Up-to-date knowledge of a broad range of science/STEM topics	E
Experience of growing audiences, especially non-dominant and under-served groups	E
Excellent relationship management and networking skills, able to develop and draw upon a wide network of contacts	E
Strong existing relationships with relevant networks (science/research, live events, or others)	D
Excellent communication skills (including copywriting) and a confident public speaker	E
Experience of hosting and/or chairing events, in-person and online	D
Knowledge of key aspects of science communication or public engagement with science, or similar disciplines	D
Strong customer service, administration and organisational skills	E
Experience of managing budgets effectively	D
Experience of using Salesforce or other CRM software, and/or Eventbrite or other ticketing software	D
Experience of managing people	D

Skilled in using data to inform decision making	D
Qualifications	
A degree or equivalent experience in a STEM subject	E
Personal Attributes	
Excellent interpersonal skills with proven ability to work collaboratively	E
Passion for live events, creative practice and cultural engagement	E
Able to find pragmatic solutions, seek improvements, and adapt to changing situations	E
Creative thinker with the ability to generate ideas and deliver them	E
Strong organisation and time management skills	E
Willingness to work evenings and weekends	E

Notes:

This role will involve working evenings and weekends.

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.