

WATERSHED

Job Description

June 2021

Job title: Pervasive Media Studio Co-Ordinator

Dear Applicant

Thank you for your interest in the above position. Please find enclosed a job description including person specification and terms and conditions of employment. Please consider these carefully and decide whether you wish to apply.

Watershed's first value is **Inclusive - We are people led**. We listen to and engage with the broadest range of people. This letter lays out some of the steps we are taking to create a more inclusive recruitment process. Many of these steps are new to us, so feedback and questions are very welcome.

Before you apply

You may not have worked in a cultural organisation before, or in an organisation like Watershed. Perhaps you have worked in some aspect of project management, front of house, duty management, events production in assistant or producing capacities, shift supervisor or similar roles - which are very transferable contexts. If you are from a background that is underrepresented in the culture sector (for example you are from a community that experiences racism or you are a disabled person (as defined by the Equalities Act 2010), or you did not go to University or had free school meals as a child), and you would like support to articulate how your experience is transferable to this role, you can book time with us (we will ensure the person you meet is not involved in the recruitment process). They would be pleased to help you think this through. Please request this by emailing our Studio Producer, Luke Emery, on luke.e@watershed.co.uk (we will not ask you to disclose your background). We believe our work will be stronger with greater diversity and welcome applications from those who bring difference to our team. Watershed welcomes the whole person to work, and we understand that each of us bring our experiences, our backgrounds and our own unique lens to what we do. Supporting our staff means they are not appointed to represent specific groups or organisations.

Timeline

The closing date for all applicants is: **5pm on Fri 2 July 2021**

We will contact all long-listed candidates before: **5pm on Fri 9 July**

In order to broaden the field of candidates, the Watershed team will aim to meet all candidates who meet the basic criteria) for a short online interview during **the week commencing Mon 12 July**. This will be an opportunity for you to ask us more about the role, and for us to hear more about your approach.

We will then hold second interviews during **the week commencing Mon 2 Aug**. We aim to hold these interviews in person at Watershed and will send you the list of questions in advance.

Please **DO NOT** include your CV as it will not be considered. Please put all relevant information on your application form.

We are striving to understand more about who applies to work with us. We invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with anyone involved in the recruitment process. Watershed will work with candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making. Thank you for your interest in Watershed.

Luke Emery
Producer, Pervasive Media Studio

WATERSHED

Job Description

Position:	Pervasive Media Studio Coordinator
Grade:	4
Responsible to:	Studio Community Lead
Responsible for:	N/A

Purpose of Job

The Pervasive Media Studio Coordinator will coordinate information and schedules across the Research, Talent Development and Studio Community teams with a detailed focus on supporting the residents, programmes and events in the Studio space. This role will suit an enthusiastic person who is willing to coordinate, schedule and administrate a diverse range of events and projects in collaboration with groups and individuals from creative, digital and academic organisations.

Key Responsibilities

- Work with the Studio Producer – to assess the effectiveness of existing systems within the Pervasive Media Studio, and devise or propose new systems
- Support the day to day running of the Pervasive Media Studio (including incoming invoices, issuing contracts, operations, accessibility, health and safety etc.)
- Work with the Studio Community Lead to identify and respond to resident access needs, reporting issues and proposing solutions in consultation with any necessary stakeholders
- Compile programme plans from each of the teams into an overall schedule
- Organise cross-team meetings, and minuting of meetings where appropriate including Creative Team and the Studio Executive Team
- Set up and support of events including room booking, speaker liaison, catering, managing booking systems, documentation and promotion
- Administrate application processes including potential residents and specific opportunities, ensuring good filing and prompt feedback on all applications
- Co-ordination of Creative Technology Team contribution to the effective running of the Pervasive Media Studio; including sitting on reception, timebank resident surgeries and other duties as appropriate.
- Acting as the first point of contact in person, on the phone and via email for the Pervasive Media Studio
- Support for Pervasive Media Studio Producers in the practical delivery of programmes (which may include liaising with partners and participants, issuing contracts, coordinating logistical details, health and safety, assisting with project scheduling and monitoring and arranging documentation)
- Create and maintain an up-to-date database of Residents contact information
- Collate content and copy for, and co-ordinate scheduling of all social media channels – Instagram, Facebook, Twitter
- Collate and distribute monthly external newsletters, and weekly internal newsletters
- Administrate Studio Slack Channels
- Other duties as reasonably required

Key Performance Indicators

WATERSHED

Job Description

- Team and department schedules are accurate and up-to-date
- Team and department databases and filing are accurate and up-to-date
- Communications are regularly sent out on comms channels, to residents and PM Studio audiences
- Projects, events and showcases are well coordinated
- Efficient administrative systems in place, and regular assessment of those systems is carried out
- Creative Technology team understand how and when to contribute to the effective running of the Pervasive Media Studio
- The Studio space is kept clean and tidy, and residents are encouraged to take an active part in this
- A generous and effective member of the Studio Community and wider Watershed Creative team

Capabilities

- A flexible and positive approach to work
- Ambitious, lateral and creative thinker
- Highly organised
- High level of attention to detail and excellent time management skills
- Good common sense and ability to take initiative
- Able to work as part of a team

Watershed Values

The Watershed brand is unique, trusted and respected and is driven by the following shared values which are clearly articulated. Ability to master and represent Watershed's Vision and Values is therefore important.

Watershed is:

Inclusive	We are people led. We listen to and engage with the broadest range of people.
Open and Honest	We provide a culture and environment that is trusting, trusted and trustworthy.
Make Things Happen	We approach opportunity and challenge creatively, collaboratively and with a can-do attitude.
Entrepreneurial	We are inventive, try new ideas, experiment, learn and share.
Celebratory	We celebrate culture, creativity and wonder.

Additional information:

- The post-holder is expected to wear clothing appropriate to their post.
- The post-holder will be required to undertake such other comparable duties as may be required by the Head of Department'.
- Watershed is open seven days a week, including Bank Holidays (Christmas Day and Boxing Day are the only exceptions). Watershed is a public building, which operates a diverse range of cultural and commercial activities. The post holder will need to be comfortable working in this environment.

WATERSHED

Job Description



Watershed is a Social Enterprise Mark holder. Social Enterprises are businesses whose products and services create both social and environmental benefits.