

WATERSHED

Job Description

1 June 2021

Job title: Network Producer, Pervasive Media Studio

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 music, fashion, events or community engagement - 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 Luke Emery at 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 Friday 2 July 2021.**

We will contact all long-listed candidates by: **5pm on Thursday 8 July 2021.**

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 of **12 July 2021**. This will be an opportunity for you to ask us more about the role, and for us to hear more about your you.

We will then hold second interviews during the **week of 2 August 2021.**

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

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Position: Network Producer, Pervasive Media Studio

Grade: 2

Responsible to: Studio Producer, Pervasive Media Studio

Contract: Full time, permanent

Background

Watershed is recognised as a leading centre for film culture, for its distinctive talent development and innovation programmes and as Bristol's cultural meeting place of choice. We are one of few truly cross-art form organisations in the UK. We are an independent cultural cinema, nurturing and showcasing film talent to produce a world leading venue that reimagines film exhibition. We also play a trusted connector role in the Bristol creative ecology. We leverage funding, commissions and opportunities for others and have long term strategic collaborations with universities and local authorities.

We are a world-leader in art and technology practice. We established our research and development (R&D) space, the [Pervasive Media Studio](#), in 2008 and its ethos of collaborative innovation has grown an international reputation. Together with our partners at University of Bristol and UWE Bristol we gift space to 164 residents and have a network of over 450 creatives. Residents reach global audiences and receive critical recognition.

Our Creative Technology teams run a programme that includes; partnership projects with Universities such as [Bristol+Bath Creative R+D](#), international public space interventions through [Playable City](#), thematic [Artist Residencies](#), and [Rife Magazine](#), Bristol's youth-led online platform.

Overview of the role

The Network Producer will support the Pervasive Media Studio community to build relationships to new audiences in the city (and beyond); making its R&D community more visible with more accessible opportunities to participate.

Studio 5 is a new ground floor space in Watershed, linked to the Pervasive Media Studio and with direct access to the Harbourside – currently operating as a multi-purpose space, we are keen to explore options for how it offers most value to our network.

The role is a new one which will be based with our Community Team. This is one of three teams – alongside the Research Team and Talent Development Team – that make up Watershed's Creative Technology department (based at the Pervasive Media Studio). They will work closely with colleagues across these teams as well as elsewhere in Watershed to develop the public offer of the Studio itself, the generative engine of our programme.

Key Responsibilities

The post will hold the Following key responsibilities:

- Production of events and experiences that share the work of Pervasive Media Studio residents with the public as part of wider programming
- Development of the Studio 5 as a space where innovation meets a wider audience
- Lead production of specific developmental residencies that connect the Pervasive Media Studio community to new networks
- Analyse and document trends and themes within the resident community and the wider cultural/technology sectors; brokering connections, seeking resources and identifying opportunities to develop their collective work.
- Look for opportunities and contribute to proposals for funding and manage budgets (with supervision)
- Representation of Pervasive Media Studio and Watershed with partners and at external events as required

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- Liaison with Watershed Communications Department (as well as partners' Communications Teams as appropriate) to promote the work of the Pervasive Media Studio and its community
- Work alongside Studio Residents to develop their confidence in creating, promoting and delivering public facing activities

Key Performance Indicators

- The work of the Pervasive Media Studio is communicated in clear and accessible language
- Events are well attended by a diverse range of people
- Projects are well managed, delivered to budget and learning is shared
- The Pervasive Media Studio attracts talented people to participate
- Visitors feel welcome quickly, and comfortable over time

Experience

Essential

- Experience in curation/production of community or public events
- Excellent communication and networking skills – ability to build rapport with a wide range of stakeholders

Desirable

- Experience of working with communities to co-design programmes or events
- Understanding of small creative companies and/or cultural organisations
- Presentation, report writing and public speaking ability
- Experience of relationship management and partnership projects

Capabilities

- Able to inspire and motivate colleagues
- Highly organised and self-motivated
- Resilient, responding constructively to change and challenge
- Understanding of risk assessments, safeguarding protocols and event health and safety standards
- ICT literate and able to develop new skills quickly
- Committed to equalities and inclusion

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.

Inclusive	Watershed is people led. We listen to and engage with the broadest range of people.
Open and honest	Watershed provides a culture and environment that is trusting, trusted and trustworthy.
Make things happen	Watershed approaches opportunity and challenge creatively, collaboratively and with a can do attitude.
Entrepreneurial	Watershed is inventive, try new ideas, experiment, learn and share.
Celebratory	Watershed celebrates culture, creativity and wonder.

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