



Job Description

4 February 2019

Job title: Studio Community Lead

Hello,

Thank you very much for your interest in the position of Studio Community Lead. This role will manage the space and community of residents at the Pervasive Media Studio; we are a diverse community exploring creative technology, a home for early ideas and companies and a venue with a programme of events and opportunities. The role will suit a knowledgeable, generous and enthusiastic person who is ready to play a vital role in maintaining and growing an unusual space.

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.*** To achieve this in everything we do, we are striving to understand more about who applies to work with us. So we invite you to complete our anonymous equal opportunities monitoring form, which will not be shared with the short listing panel.

Watershed is working towards good practice in equal opportunities and asks all applicants to complete the application form and equal opportunities monitoring form. Please **DO NOT** include your CV as it will not be considered. Please put all relevant information on your application form. Watershed will work with shortlisted candidates to ensure their access needs are met during the interview process and will ensure access requirements do not factor in decision making.

Watershed encourages applications from people of all backgrounds but particularly welcomes applications from candidates from BAME backgrounds as they are under-represented within our staff team.

The closing date for all applicants is: **1 March 2019**

Interviews will take place on: **14 March 2019**

We will contact short-listed candidates before: **Friday 8 March 2019**

Please note that if you have not heard from us by the agreed date, you have been unsuccessful and we are unable to offer you an interview.

Thank you for your interest in Watershed.

Jo Lansdowne
Executive Producer, Pervasive Media Studio

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"Watershed is a place like no other - I feel free to be my whole self at work. Every day I feel professionally supported, challenged and free to contribute to the culture of the organisation"

Zahra Ash-Harper, Pervasive Media Studio Producer.

Position: Studio Community Lead (full time)

Post- holder:

Grade: 2

Salary: £36,000

Responsible to: Executive Producer

Overview:

This role will manage the space and community of residents at the Pervasive Media Studio. The role will suit a knowledgeable, generous and enthusiastic person who is ready to play a vital role in maintaining and growing an unusual space. They will hold an overview of residents' work and broker links across the Creative Team.

As the organisation changes and grows they will work with the Executive Producer and other Team Leads to facilitate a values-led operating model with clarity of intent and distributed decision making. They will develop the creative capacity of the team, striving for the best balance between sustainability, experimentation and innovation. Supported by the Executive Producer, they will manage the budget for the Space; working with team colleagues to track spend, identify possible savings and respond to income generation opportunities.

The Studio Community Lead will work with partners across the creative industries, technology and academic sectors. They will be comfortable in both the commercial and cultural worlds and have the ability to understand and translate across different value systems. They will be responsive to the needs of the resident community; work that will require patience and generosity. They will be open to new ideas from wherever they come and willing to explore an idea outside of their immediate experience. They will ensure that knowledge is captured and shared across the organisation and with the wider community.

This is an inward facing role which forefronts the care and health of the Pervasive Media Studio Community, ensuring their space is well managed and their projects are well supported.

Key Responsibilities:

- Day to day management of the Pervasive Media Studio including finances, contracts, operations, health and safety etc.
- Recruitment and support of new residents, including reviewing applications and contracting
- Providing support and advice for existing studio residents, including funding opportunities, useful contacts and business development
- Brokering relationships between Studio residents and with other team members, partners and the wider creative community
- Documentation and dissemination of Studio research and impact through reports, talks, studio events and online (working closely with the Watershed Communications team)
- Management of the relationship with the partners in Pervasive Media Studio
- Tracking and caring for alumni residents
- Line management for key members of the team

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Key Performance Indicators

- Good working relationship with Studio residents, collaborators and partners
- Studio is full, with competition for desk space and a mix of disciplines and organisations in residence
- Studio residents are engaged with each other and find the space useful to their creative, research and/or business development
- Studio activities are well documented and communicated
- The Studio Community team are engaged and motivated
- Pervasive Media Studio network relationships are documented and well maintained

Experience

- Experience of working in creative industries
- A proven awareness and interest in technology and innovation
- Building and supporting an engaged community of practice
- Creating and sharing compelling stories
- Experience of managing people

Capabilities

- Able to inspire and motivate staff
- Highly organised and self-motivated
- Ability to present at events and write reports.
- Able to multi-task and manage change effectively
- Resilient, responding constructively to change and challenge
- An excellent communicator and a great advocate of the organisation
- Committed to equalities and inclusion

Studio Community team (2019)

Creative technologists (line management remains with ICT), Creative Team Co-ordinator, PMS Assistant.

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:

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|---------------------------|---|
| 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.

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