we the curious
work with us

Content Creator (Parental Leave Cover)

Role information pack
Role summary

Role: Content Creator (Parental Leave Cover)

Location: We're happy to support flexible working – both through hybrid working and your working pattern. You just need to be able to attend key meetings, have some cross-over with the rest of the Digital Content team and deliver the responsibilities of the role (some of which are venue-based).

Department: Programming

Report to: Digital Producer (Planetarium)

Responsible for: N/A

Salary: £[insert] per annum, (£[insert]pro-rata)

Contract: 12 Month Fixed Term

Working hours: Part time, 30 hours a week (0.8 FTE)

About We The Curious

We The Curious is an educational charity and South West England’s leading science centre.

We produce experiences that bring people together to play, get creative with science and explore different ideas.

We work with partners, locally and nationally, supporting people to be inquisitive, develop new skills and improve their wellbeing.

We are progressive, inquisitive, collaborative, playful and creative.
Our mission

Our aim is to connect and empower people through sharing creative experiences which celebrate unknowns in science.

Our work as a charity is driven by five key pledges:

- Cultivate Curiosity
- Include Everyone
- Open Up Science
- Sustainable Futures
- Build Resilience

You can find out more about these in our Manifesto.

About the role

You’ll be planning, creating and curating exciting and engaging content for our Planetarium, Big Screen and website. You’ll find new access points to ideas through playful and creative content.

You’ll have a collaborative approach to working. You’re committed to creating meaningful participation with the people of Bristol. You’re motivated to seek ways to include everyone to be curious and inspired by science.

You’ll be joining the Digital Content team which combines:
- developing, coordinating and occasionally presenting Planetarium shows
- creating content for our Curious Stuff website pages and YouTube channel
- delivering activities around the Big Screen on Millennium Square

We sit within the Programming team which also includes our Public Programme, Education and Open Source Science teams. You’ll also be working closely with our Marketing, Venue Hire, Participation and Digital teams.
What will you do in this role?

Role specific responsibilities

1. Plan, research and develop curiosity-inspiring experiences for our digital platforms. You'll create, curate and collaborate to delight and engage our audiences. We'll grow and diversify our reach by being creative together with the people of our city. Typical activities might include:
   - co-creating website content with school groups
   - programming the visuals of a Planetarium show
   - researching community-created films for the Big Screen
   - acquiring and licencing footage, images, music and other assets

2. Present one or two awe-inspiring, breath-taking Planetarium shows to public audiences each week. Use this first-hand audience experience to feed into the development of new shows.

3. Supervise and support delivery of events and activities. This will require some regular out of hours support (typically two or three times per month). This might include:
   - leading delivery of our popular Planetarium Nights evening events (due to resume in 2023)
   - supporting Big Screen film screenings
   - providing support and advice to venue hire clients and partners

4. Develop and maintain a working knowledge of Digistar, our core Planetarium programming software. You'll receiving training from our Planetarium Developer to help advance your skills.

5. Support face-to-face delivery teams, including training our Planetarium presenters and supporting our volunteers. You'll assist the Content Creator (Writer/ Presenter Trainer) in planning, scheduling and delivering training. You'll lead our team’s volunteering approach, liaising with the Volunteering Development Manager to identify volunteering opportunities.

6. Together with the rest of the team, we'll keep the Planetarium and Big Screen in good working order. You'll troubleshoot simple technical issues and carry out routine maintenance and make any required purchases. You'll keep key stakeholders informed of any outstanding problems and refer larger issues to the relevant support teams.

7. Support the rest of the Programming team with projects such as developing new public facing activities and supporting delivery where required.
What will you do in this role?

General responsibilities

• Embody and demonstrate our values; Collaborative, Creative, Inquisitive, Playful, Progressive.

• Safeguarding - Responsible for carefully following safeguarding policies and procedures and raising any concerns to manager/Designated Safeguarding Officer.

• Fundraising - Promote charity messaging across your area of work wherever possible, with support from the Development and Marketing teams.

• General responsibility for departmental compliance with GDPR.

• Regular evening work (typically two or three times per month once evening programming resumes. This typically includes alternate Thursday evenings). Occasional additional out of hours work and travel to events.

• Due to the responsibilities of this role, you may be required to complete an enhanced DBS check.
What we're looking for from you

1. Curious and creative, with experience of researching, developing and curating digital content across a variety of online and in-person platforms.

2. Great communicator, with experience of presenting to public and/or schools audiences from facilitating small workshops to presenting larger audience shows (our Planetarium seats 97 people).

3. Experience of working with volunteers.

4. Experience of working collaboratively with both internal and external partners.

5. Experience of tailoring content to diverse audiences, understanding audience needs and increasing access for those not well represented in the science centre sector.

6. An enthusiasm to learn *Digistar Scripting Language*, our Planetarium coding language.

7. Highly organised with excellent time management skills, an eye for detail and the ability to prioritise.

8. Great team player and collaborator, but also able to work independently and problem solve.
Application process

Deadline for applications: 03/10/22

Interview date(s) and location: w/c 17/10/22, our offices at One Temple Quay

Start date: 21/11/22 (depending on notice period)

Application process:

If you would like to apply, please complete the application form. It contains two questions designed to assess your experience and suitability for the role.

Please do not send in CVs or covering letters as we don’t review them.

We appreciate interviews can be stressful, so we try to make them more of a conversation and a chance for you to tell us about how your skills and experience make you the right person for the role.

If you are invited for interview, we’ll send you the questions that you’ll be asked beforehand so that you have time to prepare.

If you have any particular needs or requirements, please do let us know so we are able to make the required adjustments.

If you would like to talk about the role or the application process, please email people@wethecurious.org.
Including everyone

We value the positive impact greater representation will have on our organisation, programmes and culture. It’s our goal to become an inclusive place to work and for our teams to better reflect our city and the people who visit us.

We welcome applications from people of all lived experiences and particularly those that are not well represented* in the science centre sector.

We want to work with you to ensure the recruitment process is accessible for you, please contact us if you have questions about We The Curious, our accessibility or recruitment process at people@wethecurious.org

*By not well represented we mean people with lived experience including but not limited to:

- African and African-Caribbean heritage
- South Asian and East Asian heritage
- Other minoritised ethnic groups
- Disabled
- Neurodivergent
- Visually Impaired
- Deaf community
- LGBTQIA+ and/or non-binary
- Working class background
- Didn’t go to university or first in your immediate family to attend University
Working with us

We value the people that work with us. Our staff have access to the following:

Wellbeing & support

- Flexible working
- Hybrid working (if suitable and stated for role)
- Mental Health First Aiders
- Confidential advice & counselling through the Employee Support Programme

Leave

- 25 days holiday in addition to bank holidays (all pro-rata).
- New parent package: 6 months full pay followed by four months half pay for all new parents.

Facilities & discounts

- Free entry to the venue at any time with up to four guests, plus 12 additional entry tickets per calendar year to give away.
- 20% off in the We The Curious café plus £3 lunch deals
- 20% off in our shop
- Range of discounts with local businesses and free entry to other local attractions.
- Free parking
- Secure cycle storage

Pension

- We offer a pension scheme with 5% company contributions.

Death in service benefit

- Four times your annual salary.