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JOB SPECIFICATION

Title: Project Manager for the Screen South Digital Hub and Hi3 Network

Salary: £40,000 pa

Reporting to: MD Screen South

Contract: Fixed term contract, starting ASAP until July 2023 Full Time

Purpose of Post

The Project Manager for Screen South's Digital Hub and Hi3 Network will be based at Screen South in Folkestone. They will lead a team composed of a Digital Hub Hi3 Community Manager (P/T) and a Digital Hub Hi3 Technology Manager (F/T) working with the Screen South M.D. to deliver the new Screen South Digital Hub and Hi3 Network.

Background

Screen South is a not-for-profit Creative Development Company with a focus on digital, operating in the wider creative and cultural sector. We deliver and lead innovative projects across screen-based media and the wider heritage, cultural and creative industries. Our new Digital Hub in Folkestone is part of the new Hi3 Network partnership, which includes Canterbury Christ Church University, London Southbank University, Creative Folkestone and Maidstone Studios, and has recently secured ERDF funding to provide space, facilities, opportunities and expertise to support creative innovators to develop ideas and practice. We will offer events and activities that are public, as well as focused programmes for the new Hi3 Network members who will gain access to lab/studio space, digital lounge desks, meeting rooms and a high-end broadband connectivity. The new project will provide a programme of activities with specialist advice and guidance focusing on creative digital tech. It will also provide resources for new talent, freelancers, SMEs and emerging Creative-Digi-Tech enterprises, supporting innovation and the development of new digital projects.

Alongside innovation and creative project support the Digital Hub and Hi3 Network members will be able to develop new practical applications with access to high end digital facilities and guidance. The aim is to strengthen the level of Innovative Creative Digital activity locally and across the South East area as well as widening the offer on a national level for new collaborations. We will also have mobile and virtual elements so that we can provide outreach Creative DigiTech workshops to our creative and cultural partnership network across the South East area. The Hi3 Network participants may be new to digital creative production or more experienced artists and companies who would benefit by having access to bespoke support, including research and innovation support, alongside 24/7 access to DigiTech facilities to try out new ideas.

Job Description

The Digital Hub Project Manager will drive the content and impact of regular free digital orientation and taster sessions, workshops, masterclasses, and bespoke development programmes. They will lead the delivery of Hi3 Network members' access to expert business advice and guidance as well as inspirational masterclasses and showcases to assist with setting up new projects. They will support the Tech Manager in providing as access to production and post- production kit including green screen studio space, digital workstations, edit suites and shooting/capturing kit. These will be provided for free to participants engaging with the project development programme. Over the Initial Hi 3 -programme we expect to support projects from idea to Showcase stage. Projects might include interactivity, immersive, live action, animation, visual effects, streaming, preliminary capturing of images for digital or live production, capturing of 3D images, 360, games, VR, AR and other cross platform opportunities.

The Digital Hub Project Manager will lead on all aspects of delivery and will be supported by the Community Manager on areas including the Hub and HI3 Network Programme of activity and participant recruitment, scheduling and managing the events, overseeing website and the social media associated with both the overall Hi3 & Digital community and ascertaining suitability for project development areas of programme. Additionally, the Digital Hub Project Manager will lead the Screen South delivery team to ensure output targets are achieved, the quality of provision is high and that the cross-cutting themes and additional outcomes of the project are met.

The Digital Hub Project Manager will also work closely with the Digital Hub Project Managers in the other two hubs at Maidstone Studios and Canterbury Christ Church University's Canterbury campus to ensure there is a cohesiveness of delivery across the network and that all opportunities locally and across the Network are signposted to Hi3 Network members. They will have regular contact with the overall Delivery Team for the Hi3 Digital Network at London South Bank University and ensure that guidance from the Delivery Team is followed to ensure ERDF funding compliance is instigated at the local level.

The Digital Hub Project Manager will manage the Digital Hub budget, with guidance from the M.D. Screen South. They will oversee all expenditure for the project, checking for eligibility, ensuring appropriate records are kept, complying with both Screen South internal financial procedures and the requirements of an ERDF project. They will contribute to and oversee the claims process, to make sure these are undertaken in a timely manner. The Digital Hub Project Manager will submit quarterly reports to the Screen South MD for reporting and ensure that accurate and full records are kept by the Screen South Delivery team for this purpose. They will also work with the Screen South MD to develop other business development opportunities to enhance all areas of the programme.

The role will involve some evening and week end working as the Project Manager for Screen South's Digital Hub and Hi3 Network will be arranging and attending events which will include evening networking and masterclasses as well as weekend workshops and weekend Sandbox Development programmes.

Main Activities and Responsibilities

1. Setting up Networking, Masterclasses, Workshops, and development programmes. Securing speakers and facilitators for these sessions and keeping abreast of the Creative and Digi-Tech industry to ensure relevance and thinking is up to date and in line with current trends.
2. Overseeing the planning of events to check that specific budgets are being adhered to.
3. Overseeing the budget and all finances and claims.
4. Holding regular meetings with the M.D. Screen South and the Folkestone Hi3 Digital Hub delivery team to ensure that delivery outcomes are being consistently met.
5. To work closely with the Folkestone Community Hub Manager on the recruitment of participants and members the Hi3 Network including Freelancers and SMEs, to ensure they are supported through the creative exploration, innovation and R&D process.
6. Proactively engage with local screen and wider industry community associations and networks to raise awareness of the Screen South Digital Hub and Hi3 Network. This includes giving presentations to wider audiences to raise the profile of the Screen South's Hi3 Digital Network.
7. Work closely with other Digital Hubs to ensure that all opportunities are being disseminated.
8. Be aware of, and signpost, wider opportunities from SELEP and other regional initiatives, that could bring future development and enterprise opportunities.
9. Ensure that the appropriate logos and branding for the Hi3 Digital Network is used at all times.
10. Oversee the planning of events to ensure that the correct level of support from industry experts, technicians and other groups is being provided to enable the delivery targets being met.
11. Work with and take advice from the LSBU Strategic Projects team, the Lead Hi3 Network Project Manager and the Lead Hi3 Network Community Manager; oversee the Delivery Team and liaise with the Head of Business Support to ensure the necessary records are kept for accurate reporting in line with ERDF requirements.
12. Be prepared to alter approaches to delivery and engagement to reflect feedback from participants and to track performance against requirements.
13. Engage positively with the wider local community to explore business development opportunities with Screen South MD to maximize impact of the Screen South Hi3 Network Digital Hub locally and provide a legacy.
14. In addition to the above areas of responsibility the post holder may be required to undertake any other reasonable duties relating to the broad scope of the position.

Personal Specifications

1. A thorough understanding of the Creative Industries sector and the innovation/research and development processes, market drivers, key policies and areas of opportunity.
2. Demonstrable previous ERDF / major financial project management experience.
3. An up-to-date awareness of leading trends and innovation in the creative -digit- tech sector and a passion for sharing knowledge, opportunities and challenges for this sector
4. Qualified to degree level or equivalent preferably in a related subject, or by experience.
5. A good knowledge of the innovation/research and development ecosystem particularly in relation to screen-based media (television, film, video, post-production, gaming).
6. Experience of working on the development of products, services or experiences with SMEs and micros

7. Comfortable leading high performing teams in a challenging, fast changing and uncertain environment, and able to demonstrate previous success in this context.
8. Excellent organisational skills, including the ability to set up and deliver against project plans.
9. A good networker, able to build and maintain strong relationships with clients and others in the industry sectors and businesses of interest to the project.
10. Ability to work flexibly and creatively with a wide range of individuals in a complex and diverse partnership to create strong links for client delivery.
11. Excellent written and verbal communication skills. Able to represent Screen South Hi3 Digital Hub Network and the full breadth of the South East Network offer in both formal and informal situations to creatives, partners, stakeholders and prospects.
12. A strong commitment to and proven track record of customer service with an understanding of sustainability and accessibility.
13. Able to demonstrate an understanding of, and commitment to, equal opportunities and diversity and their practical application.
14. You will be willing to work flexible hours as the project dictates

Terms and conditions:

Salary: £40K per annum for a maximum of 23 months depending on start date.

Hours: This is full time contract which is 35 hours per week, some evening and weekend work will be required, which will be recompensed with time off in lieu.

Annual Leave: 25 days per year plus Bank Holidays pro rata.

Base: The post-holder will be based at Screen South's office in Folkestone, but may be required to travel cross the South East for meetings and network events if needed. Any travel and working in the office will be considered on a basis of how safe it is for the postholder to do so in the current circumstances of the Covid 19 pandemic.

Application Process

Applicants are required to send a CV, covering letter outlining how you fulfil the brief and 2 named referees. If you are selected for interview you will have to provide evidence of right to work in the UK

Deadline for applications: 10am on Thursday 29th July, 2021

Interviews (via Zoom): Monday 2nd August 2021

Please send electronically to:

Jo Nolan, Managing Director

Email: recruitment@screensouth.org

Tel: 01303 259 777

Please telephone or email to request application materials in other formats and to discuss the application.

Screen South

Digital Hub

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www.screensouth.org

<https://www.sbi.business/hi3/home>