

Job Description

Post Title:	Community Producer
Reports To:	Manchester Museum University of Manchester
Responsible for:	Helping to create content for South Asian Heritage Month + legacy work South Studios (SAS) 2020
Hourly rate:	£10.08
Duration:	8-12 weeks

Context:

This is a paid internship. The post of the Community Producer Internship will be delivered digitally and physically at the Manchester Museum when it is safe to do so. You will be required to meet the deliverables below through engagement with online meetings, activities and online communication. If the Museum is able to safely open during the course of the Internship, this role will be delivered face to face within Manchester Museum. We are looking for applicants who would be able to accept a role with regular face to face engagement at Manchester Museum once this can be safely done.

Job Purpose:

The Our Shared Cultural Heritage (OSCH) project focuses on exploring the shared cultures and histories of the UK and South Asia. It works with 11-25-year olds to experiment and create new ways for museums and youth organizations to work together and become better places for young people to explore identity, connect with others and to create new opportunities. It is led by British Council in partnership with Manchester Museum, Glasgow Life and UK Youth and is funded by the National Lottery Heritage Fund's Kick the Dust programme.

As well as changing how museums and heritage organisations engage with and represent South Asian cultural heritage, this youth-led project aims to open up new routes for careers within the sector.

Launched in 2019, South Asian Heritage Month (SAHM) is a new annual nation-wide initiative that aims to commemorate and celebrate South Asian cultures and histories, and raise awareness of the deep-rooted and evolving

connections between the UK and South Asia. SAHM aims to commemorate, mark and celebrate South Asian history and culture, and improve understanding of the diverse heritage that continues to link Britain with South Asia.

Thanks to the DCMS Youth Accelerator Fund via National Lottery Heritage Fund the OSCH project in Manchester is several different opportunities for young people to lead in the production of South Asia Studios (SAS), a project which will create and host digital content about South Asian heritage. Due to the current context of Covid-19 SAS 2020 will now be delivered online, through digital events and campaigns including a public call out for young people to develop and run their own digital event ideas.

We are looking for someone to provide effective and efficient digital content and support to Manchester Museum to help run South Asia Studios. Interns will join Manchester Museum's Learning and Engagement team and will be assigned a mentor from the team who will provide support and guidance throughout the project.

Key Tasks:

1. To assist, develop, organise and deliver digital content for SAS using a variety of social media and digital platforms
2. To make links and work with with new south Asian communities locally and nationally
3. Diversify our existing South Asian links
4. To work with South Asian communities in helping to design and co-curate activities for SAS using a variety of digital platforms
5. To be able to capture South Asia Studios content through digital media
6. Use of a variety of social media and digital platforms to organise digital campaigns and/or digital events
7. Work closely with the museum and their external partners such as, British Council, the University of Manchester, Glasgow Life, UK Youth to develop online digital content, programming and events
8. To support, assist and work closely with the Our Shared Cultural Heritage (OSCH) young people's collective and South Asian communities

9. Represent the museum locally, nationally and internationally as part of digital content on social media

Person specification

Job title: Community Producer

	Selection criteria (essential)	Selection criteria (desirable)	How assessed
Education and qualifications	Sufficient literacy and numeracy to be able to undertake the tasks and duties of the role.	Graphic design/ media qualification and/or relevant professional experience Evidence of practical experience in community engagement or heritage	Application & interview
Experience	Prioritising, and taking responsibility for, own workload and meeting deadlines Effectively using computer packages for word processing, and social media platforms Experience of working closely and maintaining relationships with different organisations, groups and/or individuals. Awareness of community, youth or heritage organisations and groups	Experience working with, South Asian communities Experience of producing events online or physically Experience of community outreach work	Application & interview

Skills and abilities	<p>Well-developed written & oral communication skills</p> <p>Able to complete tasks to potentially conflicting deadlines, re-prioritizing own work as appropriate.</p> <p>Able to work effectively as an individual and as a member of a team.</p>	<p>Evidence of event production skills including communication, time-management, promotion and coordination.</p> <p>Ability to negotiate with people at a variety of levels.</p>	Application & interview
Knowledge	<p>Word, Excel & PowerPoint computer Packages</p> <p>Knowledge of South Asian communities</p>	<p>Knowledge of Twitter, Snapchat, Facebook and/or Slack</p> <p>Awareness of accessibility issues and safeguarding</p>	Application & interview
Work circumstances	<p>Commitment to personal & professional development</p> <p>Punctuality & regular attendance</p>	<p>Willing to travel and work in different settings where appropriate</p> <p>Ability to work from home/remotely</p>	Application & interview