

**Person Specification**  
**Digital Producer**  
**Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

- Qualification or experience working in digital media
- Previous experience of working in or with the cultural sector in areas including digital media, public programmes and collections
- Experience of working with digital technologies on successful public engagement projects
- Experience of establishing, developing and maintaining partnerships and relationships to support work programmes
- Good awareness of relevant agendas, research and initiatives in relation to digital developments in museums / galleries
- Experience of supervising staff and/ or volunteers
- Ability to manage projects effectively including managing budgets and reporting, monitoring and evaluating activity using appropriate frameworks
- Ability to think creatively and use problem solving skills
- Excellent organisational skills and ability to manage multiple priorities
- Effective communication skills including written and verbal presentation to wide ranging audiences
- Excellent ICT skills
- Commitment to Equalities and anti-discriminatory practices

**Desirable**

- Experience of designing and delivering training
- Experience of advocating and promoting good practice in digital activity in the cultural sector

**Part B**

The following criteria will be further explored at the interview stage:

- Experience of working with digital technologies on successful public engagement projects
- Experience of establishing, developing and maintaining partnerships and relationships to support work programmes
- Good awareness of relevant agendas, research and initiatives in relation to digital developments in museums / galleries
- Experience of supervising staff and/ or volunteers
- Ability to manage projects effectively including managing budgets and reporting, monitoring and evaluating activity using appropriate frameworks
- Excellent organisational skills and ability to manage multiple priorities
- Effective communication skills including written and verbal presentation to wide ranging audiences

**Additional Requirements**

- Some travel may occasionally be required for meetings, conferences etc.
- The role will require the job holder to work outside normal working hours (evenings and weekends) on occasion