

Digital Producer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Experience of working with digital technologies on successful public engagement projects in a professional role
2. Previous experience of working in or with the museums/heritage sector in areas including digital media, public programmes and collections
3. Experience of working with digital technologies on innovative and successful public engagement projects
4. Demonstrable experience of establishing, developing and maintaining key partnerships and relationships to support work programmes
5. Good awareness of relevant national agendas, research and initiatives in relation to digital developments in museums / galleries
6. Demonstrable experience of successfully supervising staff and/ or volunteers
7. Excellent ICT skills
8. Ability to write and manage contracts
9. Ability to manage projects effectively including associated budgets

10. Ability and experience of accurately and effectively recording, reporting, monitoring and evaluating activities carried out using appropriate frameworks
11. Ability to work on own initiative and collaboratively with a wide range of partners
12. Ability to think creatively and use problem solving skills
13. Ability to manage multiple priorities and apply organisational skills
14. Excellent negotiation and advocacy skills including the ability to motivate and influence others to adopt a course of action
15. Effective communication skills including written and verbal presentation to wide ranging audiences
16. Commitment to Equalities and anti-discriminatory practices

Desirable

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