

# **THE CENTRE FOR LIFE**

## **PERSON SPECIFICATION**

### **SCIENCE FESTIVAL MANAGER**

#### **PERSONAL CHARACTERISTICS**

- Highly motivated
- Enthusiastic
- Well organised
- Leadership ability
- A good communicator
- Confident and assertive
- A team player
- Numerate and literate

#### **ATTAINMENTS AND QUALIFICATIONS**

##### *ESSENTIAL*

- Education to degree-level

##### *DESIRABLE*

- A first degree in a science subject
- A postgraduate qualification in science communication
- A postgraduate qualification in marketing

#### **SPECIALIST SKILLS**

##### *ESSENTIAL*

- A good understanding of the public audience(s) for science engagement activities
- Ability to manage teams
- Ability to keep abreast of developments in science communication and festivals in particular
- Ability to work under pressure, whilst demonstrating a flexible, enthusiastic and hardworking attitude
- Excellent organisational skills with attention to detail
- Good written and verbal communication
- Analytical mind

- Time Management
- IT literate and familiar with Microsoft Office or equivalent software

*DESIRABLE*

- A full clean driver's licence

**EXPERIENCE**

*ESSENTIAL*

- Proven track record in science communication and/ or public events
- Previous responsibility for managing budgets and programmes on targets
- Previous line management responsibility (employees and/or contractors)
- Experience of organising public events

*DESIRABLE*

- Experience of collaborating with external organisations such as universities, SLC's, and museums
- Working with external suppliers including marketing agencies
- Fundraising for public engagement activities
- Delivering science engagement activities to public audiences
- Developing and delivering public dialogue activities
- Established contacts in the science communication and/or festivals field
- A track record of having written for publication
- Experience of developing and/or commissioning activities for a science festival