

Role Description

Project Support

To support the Project & Content Team with project-based research that supports the set-up of new temporary exhibitions and theatre shows. Acting as a point of contact between the Projects Team and Engagement Team.

Main responsibilities

To work closely with the Content Designer and Content Manager to help create ideas for exhibitions and temporary exhibitions.

To support the charity's work with local communities and relevant organisations to understand their needs.

To support the knowledge of the public by promotion the Science Capital Project in any way possible.

To maintain a database of contacts relevant to projects, ensuring compliant with the requirements of the General Data Protection Regulation (GDPR).

To act as an effective ambassador for Techniquest.

To always work within the Techniquest Values and Behaviours Framework and embrace our values of Excellent, Inspirational, Inclusive, Collaborative, Empowering and Innovative.

Work with all departments within Techniquest to understand the needed research.

Updating and creating blogs about the work of the Projects Team.

Supporting duties

To contribute to the development of material for Techniquest and the website, where necessary.

Experience

Experience working on projects at any level.

Experience using Adobe Design Software (desirable but not necessary)

Skills and Abilities

Excellent communication skills with the ability to communicate effectively with a diverse range of groups.

Ability to communicate effectively in writing, using appropriate tone and use of language.

Strong interpersonal and relationship building skills.

Flexible, positive and professional approach.

Qualifications

GCSE Level Education or above.

Personal attributes

Inspirational

Innovative

Creative

Solution-focused

Team player and committed to collaborative and cross-functional working

Loyal