PUBLIC PROGRAMME MANAGER
JOB DESCRIPTION

In the last five years we’ve experimented with delivering a range of public activities aimed at engaging people with an interest in making. We’ve tested public tours, workshops, exhibitions and talks. Last year we expanded our public programme with the aim to engage new audiences, showcase our members and inspire the public to make. In doing this we’ve run 3 Material Explorations and 2 Civic Hacks, alongside a range of design activities and making workshops. We’re now looking to recruit someone with a passion to push this strand of our business forward and place Makerversity on the map as a culturally exciting destination across all Makerversity sites.

This position will be based at our Somerset House Studios HQ in Central London with the opportunity to share the programme with other Makerversity sites. The post holder will be responsible for all stages of delivering Makerversity’s cultural public programme: ideation, curation, building partners and networks and delivery. They will be expected to work with an enterprising mindset to deliver a popular and income-generating cultural programme, and to work with the Director to grow new audiences and income streams.

Main objectives
➔ Build Makerversity’s profile and reputation to position Makerversity as the home of making and a key destination to learn new skills and have ideas challenged through our public and cultural programme
➔ Extend reach to attract new audiences and retain engaged, existing audiences
➔ Generate income and contribute to the financial sustainability of Makerversity's public programme

Responsibilities:
➔ Research, curate and implement an innovative, relevant and varied programme of income-generating and funded events
➔ Liaise with stakeholders including Directors and wider site teams to ensure that the Public Programme connects with the vision of Makerversity and Somerset House Studios and local cultural calendars as a whole
Identify and develop opportunities for partnerships with other cultural, industry and educational establishments

Be the public face of the talks and events programme, hosting and chairing events where necessary

Develop ambitious income and visitor targets and ensure these are met

Establish networks across relevant sectors e.g. cultural, business, media

Be able to carry out internal marketing and PR to maximise visitors and trade coverage

Liaise with external marketing and PR companies to extend our reach and maximise visitors and trade coverage

Oversee and manage a small events team, including recruitment where necessary

Work across all Makerversity sites including London, Amsterdam and emerging sites to deliver strong themes and events

From time-to-time work with the Learning team to deliver joint events

Management and Administration Responsibilities

- Manage the budget for our public programme, conforming to Makerversity's finance process
- Prepare reports and feedback for senior leadership, including regular blog posts and social comms
- Administrate direct delivery areas of the cultural programme
- Actively contribute to the cultural relevance of Makerversity

General

- Be an ambassador for Makerversity at all times, sharing enthusiasm with speakers and audiences
- Ensure health and safety of visitors and other staff in accordance with policies and procedures
Adopt a flexible attitude to undertaking any other duty that may reasonably be allocated by the Director

Ideal applicants would have the following experience and skill set:

➔ A graduate or postgraduate qualification in design, visual culture or a related field
➔ A commitment to the work of Makerversity and its values and aims
➔ Well organised and motivated and able to work under pressure with structured yet flexible approach
➔ Understanding of professional practice in design
➔ Confident and engaging presenter, able to draw upon a wide network of contacts to devise and deliver events
➔ Creative thinker with the ability to generate ideas and ability to deliver them
➔ First class interpersonal skills
➔ Excellent written and oral communication skills
➔ Effective manager of resources
➔ A mutually supportive and collaborative team working style
➔ A track record of creating public events in the design sphere
➔ Experience of designing and delivering an income-generating programme, with experience of generating paid sponsorship
➔ Proficiency in Adobe Suite would be beneficial but not compulsory

What we give you:

27k - 30k, pro rata
➔ 25 days holiday, bank holidays on top
➔ Training and development opportunities
➔ Team away days
➔ Makerversity membership including access to all workshops and machines for your own projects

Working hours:

09:00 - 18:00 3 days a week, with flexibility where required to run breakfast or evening events
How to apply:

To apply please send your CV and covering letter to jobs@makerversity.org and detail your availability to start work.