



## JOB DESCRIPTION

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| <b>Job Title:</b>   | R&D Producer                                   |
| <b>Department / Unit:</b>   | StoryFutures / Media Arts                      |
| <b>Job type</b>   | Full-Time, Fixed Term                          |
| <b>Grade:</b>   | RHUL 7 – SP 31 (inclusive of London Allowance) |
| <b>Accountable to:</b>  | Business Impact Lead, StoryFutures             |
| <b>Accountable for:</b>   | None   |
| <b>Purpose of the Post</b>  |  |
| <p><u>StoryFutures Creative Cluster</u> brings together leading creative innovators with academic experts to develop ground-breaking ideas, prototypes and products using new forms of storytelling fuelled by technologies such as Virtual and Augmented Reality, Haptics and Artificial Intelligence.</p> <p>It is led by Royal Holloway, University of London working with major industry partners such as The National Gallery, BBC Studios, Discovery, Festival2022 and Heathrow Airport, and higher education partners Brunel University and the University for the Creative Arts. Based in one of the UK's top creative and digital industry areas, it is part of an unprecedented public investment in creative industries Research &amp; Development (R&amp;D) through the Creative Industries Clusters programme.</p> <p>This role is central to our mission and has three key aspects:</p> <ol style="list-style-type: none"> <li>(1) Managing the delivery of our R&amp;D 'Fellowship' and 'R&amp;D on Demand' programmes working closely with leading creative innovators and academic experts</li> <li>(2) Coordinating our industry network and outreach, including organising events and communication activities, as well as responsibility over our industry database</li> <li>(3) Tracking and reporting on our work to our funders, the Arts &amp; Humanities Research Council including key performance indicators and drafting evaluation case studies.</li> </ol> <p>This is an exciting role at the heart of a busy innovation hub for immersive storytelling. The post holder will play a key role in linking StoryFutures with creative SMEs and other industry partners across the Gateway Cluster area and Greater London (<a href="#">see map on this page</a>) and in delivering our academic-industry R&amp;D collaborations. The post has significant coordination and project management responsibilities across a wide range of projects.</p> <p>The is based in a busy innovation environment, and the post-holder will combine creative and communication skills with strong coordination skills. The role involves significant</p> |  |

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| communication responsibility for engaging with a diverse array of stakeholders across academia, creative industries, cultural institutions, local, national and international governments.  |
| <b>Key Tasks</b>  |
| <ul style="list-style-type: none"> <li>• Manage the delivery of our Industry Fellowships and R&amp;D On Demand programmes, supporting their delivery to agreed timelines and budgets, and support the development of new programmes as / when such opportunities arise.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Act as a key point of contact for our industry contacts, including SMEs in the Gateway Cluster and Greater London, and our industry partners, and think of new ways to network our industry community through events and collaboration opportunities.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Work with the Business Impact Lead, StoryFutures Director, Theme Leaders and other team members and partners to organise high quality, engaging industry events that help our industry partners learn, connect with others and gain access to new skills, resources and funding for growth.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Actively coordinate our communication and marketing activities with our industry network, including contributing to our newsletters, social media, and website updates in close collaboration with our Communications Assistant.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Work with creative industries and research partners to ensure the accurate capture of data about their activities, directed by the Head of Operations, through project reports, surveys and event feedback; draft summaries about StoryFutures' work and its achievements based on reports received from partners.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Using our Customer Relationship Management tool, Zoho, ensure that data about our interactions with companies is being captured in such a way as to assist the efficient tracking of Key Performance Indicators (KPIs) and assist with data management for reporting purposes as directed by the Head of Operations.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Work with our Business Impact Lead &amp; Theme Leaders to develop and maintain an awareness of potential funding sources, both public and private, to develop businesses activities &amp; propositions that work with StoryFutures research; help to provide guidance to academics and businesses on the requirements and policies of such funding.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Provide clear briefs and contact details for Contracts Manager to draft contracts for R&amp;D programmes and manage financial paperwork required by RHUL procurement as requested so that recipients of awards and grants can be processed efficiently.</li> </ul>   |
| <b>Other Duties</b>   |
| <p>The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.</p> <p>At the time of recruitment the post is remote and is likely to continue to be until at least October 2021. As and when it becomes safe to work on site again, the post holder will be expected to spend around 3 days a week at the StoryFutures HQ at Royal Holloway (Egham) or visiting our creative industries partners across the cluster area.</p> |
| <b>Internal and external relationships</b>  |
| <p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <ul style="list-style-type: none"> <li>• StoryFutures partner organisations</li> <li>• Creative companies that can or already benefit from StoryFutures' support</li> <li>• Academic researchers</li> </ul>  |

- Local Economic Partnerships, Councils and other regional stakeholders
- Commercial and public funding organisations
- Suppliers and venues for events