

JOB DESCRIPTION

Job Title:	StoryFutures Assistant Producer
Department / Unit:	Department of Media Arts / Centre for Digital Creativity
Job type	Fixed Term, Part Time
Grade:	6
Accountable to:	StoryLab Producer
Accountable for:	
Purpose of the Post	
<p>The role sits within Royal Holloway's new Centre for Digital Creativity (CDC), which brings together Media, Computer Science, Drama, Geography, Psychology, Management and Electronic Engineering. The role is specifically attached to the StoryFutures project within the CDC, which is designed to develop new immersive experiences.</p> <p>The post holder will work on StoryFutures and CDC projects, taking specific responsibility for key organisational, processes and research tasks related to the production, dissemination and analysis of new immersive experiences created by the project.</p>	
Key Tasks	
<ul style="list-style-type: none"> • To provide production assistance and support to the research programme • To work on international projects or productions • To take the lead on ensuring effective communication channels are established and maintained to enable the StoryLab Producer to manage the wider StoryFutures technical and research teams as well as senior external and internal stakeholders • To assist with audience testing mechanisms and processes • To provide support to StoryLab Producer for the immersive productions' outputs, including file formatting, workflow management, proof reading copy and relevant clearance work to ensure final immersive productions are ready for publication as part of project delivery • To remain informed and updated on industry-relevant standards and practices so that StoryLab prototypes are delivered on time, to budget and on schedule • Documenting contemporary practices in immersive production culture, including creating organograms of roles and responsibilities and workflows. • Manage sensitive cross-cultural communication between stakeholders • Manage the update of production schedules and production documentation • Manage commercially and ethically sensitive data in line with University protocols and policies • Manage calendars and organise meetings, handle post meeting follow-up notes 	

- Take day-to-day responsibility for the following:
 - Supporting workstream leads with logistics including planning and booking travel and accommodation
 - Navigating RHUL room booking systems and online meeting resources such as Zoom
 - Updating Zoho CRM with contacts, applications & surveys
 - Ad hoc workstream support including event preparation, catering provision for meetings and events, application processing, managing post-project delivery and ongoing-journeys and feedback

Other Duties

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.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- StoryFutures partner organisations
- SMEs that participate in StoryFutures' StoryLab and immersive productions
- Policy makers
- Commercial and public funding organisations