

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title: StoryFutures Assistant Producer**

**Department: Department of Media Arts / Centre for Digital Creativity**

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Knowledge, Education, Qualifications and Training</b>			
Good standard of education to degree level or significant and relevant senior managerial experience	X		Application form
MA in relevant discipline (e.g. Media, Drama, History, English, Art) or equivalent professional experience		X	Application form
<b>Skills and Abilities</b>			
High level of organisational ability, including meeting and event management	X		Application form
Good understanding of media production in a range of linear and interactive contexts	X		Interview
Ability to communicate and work confidently with senior internal and external stakeholders	X		Interview
Ability to undertake tasks that require a high level of attention to detail and accuracy checking	X		Interview
Proficiency in Mandarin		X	Application form
<b>Experience</b>			
Basic writing skills for industry audiences, academia, online, social media	X		Interview, Presentation
Experience of working with creative companies/creative development teams in a professional and/or research capacity	X		Application form, Interview
Experience of media production, preferably in interactive contexts		X	Application form, Interview
Experience of creating and updating communication materials, including webpages		X	Interview
Experience of using reporting tools		X	Application form
<b>Other requirements</b>			
Ability to work flexible hours to co-ordinate and communicate with partners in Shanghai and globally	X		Application form
Excellent interpersonal skills, including ability to build relationships and collaborate with relevant media industries	X		Interview
Ability to work collaboratively as part of a team and work flexibly across a range of different work environments spanning industry and academia	X		Interview
Excellent organizational skills and ability to meet short deadlines	X		Interview
Ability to work with minimum guidance	X		Interview