



The Royal Institution
Science Lives Here

Job profile - June 2018

Media & Communications Assistant – Professional Intern for PhD Student (PIPS)

12 week internship – November 2018 to January 2019

Payment through Research Council Stipend

Background

The Ri is an independent charity dedicated to creating opportunities for everyone to think more deeply about science and its place in our lives. For over 200 years, our wonderful building, has been home to some of the most eminent scientists in history, and we have hosted more public events in the past year than ever before.

We provide science education and heritage activities for people of all ages and backgrounds across the UK and around the world. These activities include the world-famous CHRISTMAS LECTURES; public talks from the world's greatest thinkers in our historic lecture theatre; a national programme of Masterclasses for young people in mathematics, engineering and computer science; hands-on science workshops in our L'Oréal Young Scientist Centre; animations and films from our award-winning video production team and the preservation of our scientific legacy through the Faraday Museum and archival collections.

Find out more at rigb.org and <https://www.youtube.com/user/theroyalinstitution>.

The project

This placement will involve joining the Ri at its busiest and most exciting time of year; the planning, and broadcast of the CHRISTMAS LECTURES.

Started by Michael Faraday in 1825, and now broadcast on national television every year, the CHRISTMAS LECTURES are the UK's flagship science series. The three part series is filmed in front of a live audience in the Ri's famous Theatre and watched by millions on the BBC over the festive period and on BBC iPlayer and the Ri website afterwards.

Each year we look for new ways to share the science and engineering behind the Lectures with as many people as possible across the UK and beyond. One way is to promote the Lectures through the media and we work hard to secure high quality in- depth interview and feature opportunities for the Lecturer and the wider CHRISTMAS LECTURES team across TV, radio, print and online platforms.

The topic and Lecturer for the 2018 CHRISTMAS LECTURES is currently top secret but we can guarantee it will be an exciting and high profile series! The Media and Communications Assistant will play a crucial role in supporting the many different media and communications campaigns surrounding these Lectures.

The role of the CHRISTMAS LECTURES Media and Communications Assistant

The Media and Communications Assistant will support the Ri's Marketing and Communications, Education and Digital teams, as well as the Ri's external PR agency, to promote the 2018 CHRISTMAS LECTURES and related activities to the public and Ri members through a wide variety of media platforms including international, national, local and specialist media, social media, online networks and blogs.

Every day will be different but potential tasks and responsibilities include:

- Coming up with creative ways to bring the science behind the CHRISTMAS LECTURES to life in features, news and comment pieces in national and international media
- Drafting press releases and pitching ideas to journalists at leading media outlets
- Working closely with the CHRISTMAS LECTURES team to ensure ideas pitched to the media and the resulting press coverage are scientifically accurate
- Providing the outside world with a peek behind the scenes of the CHRISTMAS LECTURES by writing blog pieces for the Ri website, recording quotes and taking photos for us on Ri social media
- Supervising media filming and interviews
- Keeping the Ri's media database up to date
- Tracking and reporting on media coverage

The Media and Communications Assistant may also support the Ri's Marketing and Communications team by:

- Drafting e-newsletters about the CHRISTMAS LECTURES for Ri Members and other key audiences
- Editing the CHRISTMAS LECTURES section of the Ri website
- Designing CHRISTMAS LECTURES related marketing materials such as brochures, posters and tickets.

The Media and Communications Assistant intern will also be provided with opportunities to work with and shadow Ri staff working in other departments so they end their placement with a full understanding of science communication and engagement, and how the Ri meets its mission.

Who are we looking for?

This placement would be ideal for anyone interested in learning more about science communication through the media and experiencing what it is like to work in a fast-paced press office.

There is no need to have any formal media relations or communications experience but the following experience and personal attributes are highly desirable and when applying you should demonstrate how you meet them in your supporting statement:

- A willingness to dedicate yourself to media relations activity in support of the CHRISTMAS LECTURES.
- Experience of communicating or writing about science for a non-academic audience.

- Experience working on projects with multiple stakeholders to a rigid timetable and short deadlines.
- Experience of sourcing and developing content in order to communicate complex topics to non-expert audiences.
- A creative mind combined with a structured approach to working

Practicalities

This is a 12 week placement running from the middle of October 2018 to the middle of January 2019. The intern will be based at the Royal Institution in Mayfair, London and will be supervised by the Marketing & Communications Manager. The placement is full-time, 35 hours per week, Monday to Friday with occasional weekend or evening hours during the filming period in December.

This opportunity is only open to those PhD students eligible for the Research Council Professional Internship for PhD Students (PIPS) scheme and the intern will be paid by a Stipend from their Research Council.

To apply please send your CV to recruitment@ri.ac.uk, along with a short covering letter, no longer than 500 words, to explain why you are interested in the internship plus at least one example of writing for a non-academic audience, e.g. personal blog, university or other magazine or newspaper articles, script or speech-writing, and/or press release.

Please also complete the Recruitment Monitoring Form and return this along with your application.

For more information about the Ri, the internship programme and for closing dates and interview dates, and to download the monitoring form, please see our website at <http://www.rigb.org/about/work-with-us/programme-placements>

Read the Science Magazine article on the career benefits of expanding your skills through a professional internship here

<http://www.sciencemag.org/careers/2017/06/through-internships-phd-students-expand-their-skills-and-explore-their-options>

The Ri is an Equal Opportunities Employer

