



The Royal Institution
Science Lives Here

Job profile - June 2018

Programmes Assistant – Professional Intern for PhD Student (PIPS)

12 week internship – October to December 2018

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, filming 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.

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 Programmes Assistant will play a crucial role in supporting the project.

The role of the CHRISTMAS LECTURES Programmes Assistant

The Programmes Assistant will assist with preparations for the creation, development and implementation of the CHRISTMAS LECTURES and associated activities. The role will involve working with academic researchers, a TV production company, multi-media content developers, science communication professionals and an 'assortment of kids, animals and

unpredictable props'. This is a unique opportunity to be involved with a historic and influential national event, watched by millions on the BBC.

The Programmes Assistant will be a key part of the delivery team for the lectures, working alongside the Science Content Assistant, Clothworkers' Science Content Producer, Head of Education, Family Programmes Manager, and the Christmas Lecturer.

Every day will be different but potential tasks and responsibilities include helping with scripts, and sourcing and building props and science demonstrations. There may be heavy lifting or access to hazardous material, but full Risk Assessments will be carried out and training and support given where necessary.

The Programmes Assistant will also have opportunities to work with Ri staff working in other departments so they end their placement with a full understanding of 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 TV, live events, and demonstrations. There is no need to have any prior TV or presenting experience but the following experience is highly desirable and when applying you should demonstrate how you meet them in your supporting statement:

- Experience working on projects with multiple stakeholders to a rigid timetable.
- Experience of sourcing, developing and building demonstrations in order to communicate complex topics to non-expert audiences.
- Experience of communicating complex topics to a variety of audiences and/or in a variety of settings and/or using different media.

Practicalities

This is a 12 week placement running from the end of September to the end of December 2018. The Programmes Assistant will be based at the Ri offices in Mayfair, London and will be supervised by the Clothworkers' Science Content Producer. The placement is full-time Monday to Friday with weekend and 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 and how you meet the experience set out above.

Please also ensure that you 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

