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| <b>Job Title:</b>       | Christmas Lectures Project Manager   |
| <b>Date:</b>            | April 2025   |
| <b>Accountable to:</b>  | Head of Public and Family Programme with close collaboration with the Executive Producer (Director of Science Engagement)  |
| <b>Accountable for:</b> | Christmas Lectures Project Coordinator   |
| <b>Location:</b>        | Albemarle Street London and other locations as needed  |
| <b>Contract type:</b>   | Full time, 35 hours per week<br>Fixed Term Contract (June 2025 – Jan 2026) with the potential to extend subject to funding |
| <b>Salary:</b>          | c. £40k -£42k pro rated for the term of the contract   |

### **The Project**

Started by Michael Faraday in 1825, and broadcast on national television every year, the CHRISTMAS LECTURES from the Royal Institution are the UK's flagship science series. The three part series is filmed in front of a live audience in the Ri's famous lecture theatre and watched by millions on the BBC over the festive period and on BBC iPlayer and the Ri YouTube channel afterwards. 2025 is especially significant as it is the 200<sup>th</sup> anniversary of the series.

### **Job Purpose**

You will join our Programmes team to help deliver our annual CHRISTMAS LECTURES programme. The programme comprises a series of events, activities and resources aimed at a 11 to 17-year-old target audience culminating in three demonstration-filled lectures filmed in partnership with the BBC.

The Christmas Lectures Project Manager leads the preparations and execution of the CHRISTMAS LECTURES (CLs) working with academic researchers, a TV production company, multi-media content developers, science communication professionals and an 'assortment of kids, animals and unpredictable props', as well as support the associated anniversaries project 'Discover 200'.

### **Main responsibilities of the role**

- **Project Schedule:** Create and maintain the Project Schedule, collecting status, risks, issues from the activity owners, and reporting the relevant information in a clear/concise manner to the project stakeholders;
- **Project Management Meetings:** Running the Project Management Meetings; writing and distributing the agenda, writing-up and distributing actions, and chasing the current status of outstanding actions
- **Albemarle Room Use / Building Preparation:** Working with the Production Lead, Venue Hire and the Demo Lead to ensure production, maintenance and communication of a detailed schedule of room usage
- **Budget:** Managing the non-staff budget, collecting and paying invoices in collaboration with Finance colleagues
- **Resourcing:** The Christmas Lecture team is a mixture of permanent staff members, PhD Interns, and external contractors (about 20 people, albeit most are part-time). The Project Manager will oversee their onboarding where required and supervise the PhD intern
- **Production Liaison:** Working closely with the TV production company to ensure the detailed schedule for the entire production runs smoothly
- **Script Development:** Working with close direction from the Director of Science Engagement, to ensure all relevant parties understand the process and timing to input into Script Development.

- **Showtime:** providing oversight and issue mitigation and supporting 'on the nights', with exact roles to be determined closer to the time
- **Manage the Christmas Lectures Project Coordinator** and have oversight of the Christmas Lectures associated activities –eg Youth Summit, livestreams, learning resources for schools
- **Project support** across the Programmes team, for example project management of international projects like the touring Christmas Lectures

### General responsibilities applicable to all staff

- Understand and support the Ri strategy including the Ri vision, mission and aims
- Encourage collaborative working and effective communication with colleagues
- Promote the Ri values and encourage team working and effective communication with colleagues.
- Help achieve EDIA organisational goals and as a people manager promote diversity and inclusion at the Ri
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner. Create connections with other organisations to deliver exciting events and boost the profile of Ri
- Comply with Ri financial and other policies and practices as applicable including Health & Safety, Safeguarding and GDPR.
- Undertake other responsibilities as may be reasonably requested of your post.

### Person Specification

#### Skills, experience and knowledge

Essential (E) Desirable (D)

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|--|---|
| • Strong verbal communication, with ability to have difficult conversations in an open, empathetic, and positive way                             | E |
| • A track record of managing complex multi-stakeholder projects successfully   | E |
| • Attention to detail with regards to tracking status of tasks, risks, and issues  | E |
| • Track record of managing key stakeholder relationships   | E |
| • Good working knowledge of MS Office, especially Excel  | E |
| • Some experience of people management and ability to bring the best out of people and enable them to work effectively together                  | E |
| • Experience of budget management and cost control, including an understanding of financial terminology e.g. Income, expenditure, variances etc. | D |
| • Experience of working on projects in a production/show environment   | D |
| • Some experience of Science Communication and/or working with Schools/Science Centres   | D |
| • Understanding of what the Ri achieves from the Christmas Lectures  | D |

#### Qualifications

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|--|---|
| • Educated to A-Level or equivalent experience | E |
| • Project management qualification             | D |

#### Personal Attributes

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| <ul style="list-style-type: none"> <li>• Excellent interpersonal skills with proven ability to work collaboratively.</li> </ul>  | E |
| <ul style="list-style-type: none"> <li>• Able to find pragmatic solutions, seek improvements, and adapt to changing situations.</li> </ul>                                   | E |
| <ul style="list-style-type: none"> <li>• Able to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.</li> </ul> | E |
| <ul style="list-style-type: none"> <li>• Positive "can do" attitude and willingness to support others where needed.</li> </ul>   | E |
| <ul style="list-style-type: none"> <li>• Ability to multi-task and work in a fast-paced environment.</li> </ul>  | E |
| <ul style="list-style-type: none"> <li>• Flexibility and willingness to work evenings and weekends, if required.</li> </ul>  | E |
| <ul style="list-style-type: none"> <li>• Undertake other duties as may be reasonably requested of your post</li> </ul>   | E |

Notes:

The work may involve some travel and will require evening and weekend working nearer to the Live Recordings.

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.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.