

**Position:** Wildscreen Exchange Executive  
**Location:** Central Bristol  
**Salary:** £22k per annum, pro rata  
**Contract:** Full-time, initial one year fixed-term contract

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### **The Role**

We are looking for a dynamic, pro-active and energetic individual to lead the delivery and expansion of our Wildscreen Exchange project. You will be a passionate conservationist, who believes in the power of visual storytelling and media to engage different audiences with the natural world.

At an exciting time of growth for the project, you will lead the day-to-day management, promotion and expansion of this unique photo and video resource which supports the communications of over 230 conservation organisations worldwide. As part of the Wildscreen Exchange team, your role will primarily focus on donor and member recruitment and relationship management, image content curation, marketing and promotion of the resource and day-to-day management of the Wildscreen Exchange Assistant.

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### **About Wildscreen**

Wildscreen is an award-winning wildlife conservation charity. Our mission is convene the best filmmakers and photographers with the most committed conservationists to create compelling stories about the natural world; that inspire the wider public to experience it, feel part of it and protect it.

We are powered by an ecosystem of projects:

[Wildscreen Arkive](#) - the world's leading online natural world encyclopaedia;

[Wildscreen Exchange](#) - a unique global hub that empowers conservation organisations by connecting them with world-leading filmmakers and photographers to create ground-breaking communications about our natural world.

[Wildscreen Festival](#) - the internationally renowned festival that celebrates and advances the art of natural world storytelling.

Launched in May 2015, Wildscreen Exchange is a unique conservation initiative which provides the world's conservation organisations with access to high-quality free and affordable digital media to enable the most inspiring and impactful campaigning, educating and storytelling about the natural world.

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### **Main Duties and Responsibilities**

- **Wildscreen Exchange content acquisition & management**
  - Liaising with professional filmmakers and photographers, film and picture libraries, natural history organisations, scientists, amateur photographers and private

individuals and obtaining permission from copyright holders for inclusion of media within Wildscreen Exchange;

- Leading on donor relationship management and maintaining good professional and working relationships at all times;
- Curation of photo and film media onto the Wildscreen Exchange library, ensuring accuracy and consistency of metadata and quality control.

- **Wildscreen Exchange member recruitment and management**

- Recruiting membership conservation organisations to the Exchange, working to annual subscription targets;
- Being the first and regular point of contact for member conservation organisations, assisting and supporting them in use of the platform and general enquiries;
- Researching, acquiring and curating content based upon member and sector needs.

### **Wildscreen Exchange marketing, outreach and evaluation**

- Development and implementation of communications strategy targeting content providers and conservation organisations;
- Analysis and reporting of content use for internal and external reporting;
- Development and delivery of workshops and training for conservation organisations on use of Wildscreen Exchange and conservation communications;
- Assisting in the preparation and writing of project fundraising proposals and reports.

- **Management of the Wildscreen Exchange Assistant**

- **Management of Wildscreen Exchange content commissioning with partners, filmmakers and photographers**

- **Supporting the delivery of Wildscreen Arkive content, campaigns and projects when required**

- **Assisting in the delivery of Wildscreen projects for partners and funders**

- **Representing Wildscreen at internal and external events when required**

- **Promoting Wildscreen in a professional manner, at all times**

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### **Person Specification**

The ideal candidate will be a highly-motivated, collaborative and passionate individual who is happy to juggle multiple tasks and be the face of the Wildscreen Exchange project. You'll relish the opportunity to make a real difference to our small, nimble but hugely ambitious charity.

#### **Essential skills and experience:**

- A degree in one of the biological sciences;

- A minimum of 3 A Levels grade A-C or equivalent;
- At least three years' experience in office-based employment;
- Proficiency in Microsoft Office programmes and experience of using databases to record information;
- A good working knowledge of photo and/or video editing software such as Photoshop and Final Cut Pro;
- Experience of working with and supervising a people/team and be comfortable giving direction and managing workloads;
- Excellent and accurate writing, proofreading and editing skills;
- Excellent knowledge of the natural world and conservation issues.

**The successful candidate will also have:**

- The ability to keep track of high volumes of information and continually prioritise in a demanding and busy environment;
- Pride in accuracy and attention to detail;
- Excellent personal, written and presentation skills, including the ability to communicate with a wide range of internal and external contacts, from a range of sectors and within different environments;
- A keen interest in wildlife photography and filmmaking;
- A passion and commitment to the goals and activities of Wildscreen.

Occasional evening and weekend work may be required as well as some travel within the UK.

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**Application Process**

To be considered for this role, please submit your CV and a covering letter explaining your suitability for the position to [jobs@wildscreen.org.uk](mailto:jobs@wildscreen.org.uk).

Deadline for applications: **Monday 13 November 2017 at 5pm.**

Interviews to be held on **Tuesday 21 and Wednesday 22 November** in central Bristol. We regret that we cannot offer an alternative date for interview and will not be able to accommodate Skype interviews.