

Position: Project Assistant - Wildscreen ARK
Reports to: Wildscreen ARK Programme Manager
Location: Hybrid working (minimum 2 days per week at Wildscreen's Bristol office)
Salary: £23-26k per annum, dependent on experience.
Contract: Full-time, 37.5 hours per week. Part-time (30 hours/4 days per week) pro rata considered. 1 year fixed-term contract.

THE ROLE

Do you want to help connect millions of people with the natural world?

Wildscreen ARK aims to democratise access to and the telling of nature's stories. Free to access, it will be the world's leading immersive and interactive storytelling platform showcasing life on Earth. Created and maintained via a powerful web of partners spanning the wildlife film, TV and photography industries, conservation organisations, scientists and educators, it will be the go-to trusted resource for learning, raising awareness and the conservation of nature.

The Project Assistant will support the Programme Manager with the day-to-day running of the initial two-year project, to create a minimal viable product (MVP) that will form the nucleus of the new Wildscreen ARK. You will work across different elements of the project throughout this R&D phase, spanning image research and acquisition, platform development and audience evaluation and content creation.

You will share our belief in the need to democratise access to, and the creation of, natural world content and the vital role this has in empowering young people, educators and conservation organisations to take action to protect our planet. This is a fantastic opportunity to join a growing team and use your skills and passion to inspire young people to explore and protect the natural world through the creation of stories.

About Wildscreen

We're a charity that connects people with nature through storytelling.

Wildscreen envisions a world where natural world storytelling is inclusive, accessible and impactful and where nature is protected and thriving.

We achieve our mission through an ecosystem of interventions:

[Wildscreen Festival](#)

Our world-leading international festival, celebrating and advancing natural world storytelling, takes place biennially and is supported by year-round outreach events, partnerships and activities.

[Wildscreen Network](#)

Our dynamic membership network at the heart of the wildlife storytelling industry, nurtures talent, supports professional development, facilitates networking and the evolution of a truly inclusive global community of natural world storytellers.

[Wildscreen Outreach](#)

Our outreach work provides free and affordable access to natural world stories, content, knowledge and education in local communities, empowering a diverse, new generation of natural world storytellers and conservationists. Wildscreen ARK will be a core part of Wildscreen Outreach.

KEY RESPONSIBILITIES

Image research and acquisition

- Liaising with broadcasters, production companies, stock agencies, conservation organisations, independent filmmakers and photographers and scientists and obtaining permission from copyright holders for inclusion of media within Wildscreen ARK
- Cataloguing, metadata tagging and uploading of media into a database
- Issuing and recording of ARK contributor licences
- Administration of the transfer of Wildscreen's existing archive of images (c.100,000 world class images and video clips) and accompanying written content and metadata to the MVP, including the re-licencing of content from copyright holders
- Nurturing and maintaining good professional relationships with Wildscreen's community of image providers, partners and experts.

Platform Development and Audience Evaluation

- Working collaboratively with the Programme Manager and the external digital agency on the design and development of the ARK MVP
- Assisting and facilitating in the testing and evaluation of the MVP with real world users (i.e. focus groups) representing ARK's key target audiences - young people, conservation organisations and educators.
- Coordination of data collection and analysis to support effective evaluation and reporting of the ARK R&D project for internal and external stakeholders

Project administration and support

- Be the first point of contact for general enquires about the ARK project
- Day-to-day management of the ARK project contact database
- Assist with the preparation of reports to funders and stakeholders
- Support with the recruitment, coordination and training of ARK interns
- Represent Wildscreen and ARK at internal and external events when required

Content creation and communications

- Creation and promotion of ARK content. This will include research, copywriting and curation of media for the Wildscreen website, socials, blogs, enews and third party platforms and publications.
- Working under the guidance of the Programme Manager repurpose and create education content

- Stakeholder and partnership communications and engagement
- Donor communications and updates

SKILLS SPECIFICATION

Essential skills and experience:

- Excellent knowledge of the natural world, such as a higher education qualification in Zoology, Biology, Conservation or equivalent lived experience and expertise.
- Good species ID knowledge
- Excellent IT skills, including Microsoft Office 365 (particularly Excel, PowerPoint), Dropbox
- Confidence with database use and management
- Strong working knowledge of Photoshop or other image editing software
- Strong communication and interpersonal skills who is comfortable meeting and networking with a wide range of stakeholders and audiences
- At least two years experience within a working environment

Desirable

- Experience of working for a charity
- Enthusiasm and knowledge of conservation and/or storytelling
- Experience of video editing software (i.e. Premiere Pro, Final Cut Pro)
- Knowledge of copyright IP and the media industry
- Experience as a STEM ambassador
- Experience of working within an Agile project management environment

The successful candidate will also have:

- High levels of self-motivation, with the ability to act on own initiative, but also to know when to seek advice
- And enthusiastic and flexible approach to managing a busy workload, tight deadlines and problem solving
- Ability to build and nurture effective relationships across a range of stakeholders
- Excellent personal, written and verbal communication skills
- Confident public speaking skills and happy representing an organisation to external stakeholders
- A good understanding of social and environmental issues

Disclosure: This post will require an Enhanced DBS check to be processed for the successful applicant.

DIVERSITY AND INCLUSION

Wildscreen is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy or maternity. If you would like any additional support or alternative arrangements during our application process which would make you more comfortable, please do get in touch with us at jobs@wildscreen.org

HOW TO APPLY

To apply for this position, please complete an online application form [here](#).

As part of the application form, you will need to submit a CV (2 sides of A4 max). Please do not include identifiable details such as your name, email or home address on your CV as applications will be reviewed anonymously.

Deadline for applications: 3 July, 12pm BST.

Interviews to be held in-person, week commencing 17 July.

No recruitment agencies, please.