



SCIENCE GALLERY INTERNATIONAL

PROJECT ASSISTANT FOR DELIVERY OF 2021 VIRTUAL YOUTH SYMPOSIUM

Brief

Science Gallery International is a non-profit company with responsibility for supporting the Science Gallery Network, a peer network of 8 Science Gallery locations in key cities worldwide in partnership with leading universities and research institutions. Our members include Trinity College Dublin, King's College London, the Indian Institute of Science, the University of Melbourne, Ca' Foscari University of Venice, Michigan State University, Erasmus MC Rotterdam and Emory University. This year we aim to sign a ninth member to the Network.

The Science Gallery Youth Symposium is intended to bring together young people from across the Network to strengthen ties between them, engage in co-creation with gallery locations, and amplify their voices and ideas. The Network has previously delivered two Network-wide youth symposiums - in Dublin and London. Early next year, due to lockdown restrictions, we will deliver a virtual version of the event, which will require the support of a project assistant. The responsibilities included in this role include:

- Organise Open Call reviews and communicating decisions to applicants
- Provide successful applicants and Network locations with necessary support, including coordination of mentoring sessions, recordings, requisite information, etc.
- Communicate with and support MarComms teams for coordinated marketing campaign
- Support the setup of the online platform for the event
- The collation of feedback and contributions to the final report for the event
- Other related tasks as assigned by SGI

Person specification and experience

- Experience with events coordination, particularly working with participants
- Previous work with digital content creation, including social media posts, video and image editing
- Extremely well-organised, meticulous and persistent
- A self-starter, able to deliver to deadlines
- Demonstrable familiarity with Adobe Creative Cloud suite and GSuite
- As this work is with locations and participants all over the world, some flexibility with working hours may be required
- Knowledge of Science Gallery's model and operations a bonus

Reporting

The Project Assistant will be responsible to the Global Engagement and Insights Manager, with agreed deadlines and clearly structured workflow. The research assistant will provide progress updates every week of the term of the contract.

NDA

The Project Assistant will be required to sign a Non-Disclosure Agreement along with their contract.

**Location of Work**

As this is a contract-based role, it is open to individuals across locations.

The person may work from home, and should be available for meetings as required by SGI during regular Irish business hours.

Contract Term

Anticipated start date Monday, 5 October 2020. Delivery of completed project by 1 February 2021.

Remuneration

Remuneration is based on 8 hours of work per week, at a fee of €2000 Euros, paid over 4 months, but can be paid in local currency. International contractors are responsible for declaring their taxes in their own locality.