

Job title	Senior Digital Programme Producer
Division	Humanities Division
Department	Humanities Divisional Office (Cultural Programme)
Location	Radcliffe Humanities, Woodstock Road, Oxford, OX2 6GG, then Schwarzman Centre
Grade and salary	Grade 8: £43,235 – £57,255 per annum
Hours	Full Time
Contract type	Fixed Term (2 years)
Reporting to	Cultural Programme Executive Producer
Vacancy reference	177041
Additional information	Closing date for applications is midday on 13 January 2025. Shortlisting is expected to take place on 17 January 2025 and interviews held the week commencing 27 January 2025.

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OXFORD IS WAITING FOR YOU...

The role

This is an exciting opportunity to be part of the Cultural Programme team at the Schwarzman Centre, due to open during 2025/26. We are recruiting a Senior Digital Programme Producer who will curate, develop and deliver digital work in collaboration with the Cultural Programme Director and Executive Producer. Reporting to the Executive Producer you will be responsible for overseeing digital strands of the Cultural Programme including:

- Content: programming for digital and hybrid channels, commissioning, co-commissioning and producing new work as well as supporting artists, creatives and thinkers as they innovate and create; also programming existing work.
- Reach and engagement: building connections and relationships with the many different communities of the Schwarzman Centre



- Partnerships: developing links with creative, funding, cultural sector partners and academic partners
- Management: manage producers / programmers as required to effectively deliver the programme – these may be freelance roles

This is a unique opportunity to join us at a formative moment, developing cultural programming inspired by the breadth and depth of research and partnerships within the University. We are looking for someone passionate about working closely with academics within the University of Oxford, including with the Oxford Internet Institute and Oxford University Institute for Ethics in AI.

The successful candidate will have the proven ability to nurture and maintain strong relationships with partners in the digital sector locally, nationally and internationally including the ability to secure commercial and funding opportunities.

The successful candidate will be creative, innovative and passionate about engaging broad and diverse audiences both digitally and physically.

Key responsibilities

Develop, programme and produce digital activities within the Cultural Programme, across the City and the Schwarzman Centre (once open) – digitally and physically – with a broad range of partners and collaborators.

Content and Programme development:

- Work with the Cultural Programme Director and the Executive Producer to develop the models and plans for a world class digital programme for the Schwarzman Centre, within the strategies for the Cultural Programme, the Schwarzman Centre and the University.
- Lead on programming and producing excellent immersive experiences across the cultural and public spaces within the Schwarzman Centre, including both the Blackbox and Whitebox spaces, and across the city where appropriate
- Support any Cultural Programme projects that are developing digital arts output and work collaboratively as a member of the Cultural Programme team on interdisciplinary projects.
- Establish and deliver a pilot programme of visiting digital fellows, working with 3 digital fellows across 2025 to seed new ideas, connect with research and reach new partners

Innovation and Research:

- Develop and curating inspiring programme plans in dialogue with the University's cutting-edge research and leading researchers, particularly in the humanities.
- Work closely with The Oxford Research Centre for Humanities (TORCH) and Knowledge Exchange (in particular the Creative Industries Officer) to explore opportunities for collaboration with academics and research
- Work closely with academics within the Institute for Ethics in AI and Oxford Internet Institute to explore the digital programme being a core part of future research projects, with a particular focus on "Creativity & AI"

Reach and Engagement:

- Work in close collaboration with the Head of Audience and Media to reach new, diverse and loyal audiences locally and globally
- Participate in the development of a strategic plan for digital distribution of live events.

Partnerships & Income:

- Work closely with the Development Team and the Creative Industries Officer to develop income and partnerships to support and enable the programme
- Maintain and develop strong networks across the digital sector, finding partners that wish to co-produce and invest in the programme
- Develop and maintain close working relationships with Oxford University's Internet Institute, Institute for Ethics in AI and digital activities and programmes across the University.
- Develop and maintain close working relationships with digital creative sector in the region.
- Work in close partnership with arts organisations in the city and region
- Develop strong partnerships with the UK and international Digital Arts sector

Project Management:

- Manage projects in line with University systems and policies, ensuring delivery on time and on budget.
- Collaborate closely with the Audiences team of delivery of audience strategy, including setting and achieving income targets.

Other duties

- Work in a respectful way valuing the skills and opinions of others whilst also upholding the University's policy on equal opportunities
- Be willing to work some weekends if necessary
- Perform any other duties that may be required from time to time by the Executive Producer

Selection Criteria**Essential****Creative:**

- Extensive experience as a digital arts producer, including time spent working within a cultural venue or another large institution.
- Experience of curating and presenting immersive arts experiences
- Experience of working with and supporting artists and producing digital arts from conception through to delivery
- An interest in the unique context in which the Cultural Programme is operating – developing a world class programme inspired by research
- Demonstrable experience of reaching new digital audiences
- Demonstrable experience of developing a digital strategy within a creative context
- Experience of securing funding for digital work

Communication: An excellent communicator, able to work well with a wide variety of stakeholders including, but not limited to, artists, creatives, academics, students, community groups, funders

Time management: Strong organisational and time management skills and evidence of using initiative to prioritise and ensure the successful completion of tasks. Ability to manage a wide range of small, mid and large-scale projects across a wide portfolio, with a range of budgets. The ability to prioritise effectively and meet tight deadlines

Stakeholder and relationship management: Highly motivated with demonstrable experience developing and maintaining strong partnerships with different stakeholders, the ability to work independently in a complex environment, taking initiative when necessary and prioritising effectively to meet deadlines

Excellent interpersonal skills, including diplomacy: The ability to inspire the confidence of senior colleagues and to liaise at a senior level, both within and outside the organisation. Excellent judgement with ability to determine best approach and advise staff accordingly. Strong organisational and planning skills

Contract and Budget management: Strong financial skills including proven experience of drafting and managing budgets of significant scale, setting realistic and achievable income targets and reporting on spend and income

Experience of contract negotiation with arts organisations and artists and a good working knowledge of the relevant contracts

Desirable

- Experience delivering large-scale complex exhibitions or events
- Experience of co-creating with communities
- Experience of working in a multi-disciplinary context

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and

creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, each with a full-time Head and elected Board. The Humanities Division is distinctive for its depth and breadth. Its activity spans nine faculties, one School and two independent research institutes: the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian & Middle Eastern Studies; Philosophy; and Theology and Religion; the Ruskin School of Art; the Rothermere American Institute and the Voltaire Foundation. Interdisciplinary links within and beyond the University are strong, extending to the social sciences, medical sciences and the natural and physical sciences.

One of the largest centres for Humanities internationally, with over 800 members of academic and research staff, the Division offers world-class research and teaching, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, the Pitt Rivers Museum, the History of Science Museum and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital Humanities.

The outstanding quality of Humanities research at Oxford is recognised globally. This reputation for research excellence contributes to the University coming top of several international rankings for Arts and Humanities, including the US News and World Report rankings and the QS World University Rankings by Subject. The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Division has responsibility for over 4,000 undergraduates (a third of the University's total undergraduate population), and for over 2,000 postgraduate students (over 1,100 doctoral students and some 900 Master's students). Twenty-nine undergraduate courses are offered in Humanities subjects, seven of which are offered jointly with the other academic divisions. The Doctoral and Master's programmes offered are distributed across all of the Division's faculties, along with a suite of Master's courses offered with the Social Sciences Division and a growing portfolio of Master's courses that draw from across the Humanities. The Division is part of the Open-Oxford Cambridge AHRC Doctoral Training Partnership. The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, supported by a £185 million gift to create the Stephen A. Schwarzman Centre for the Humanities.

For more information please visit: <http://www.humanities.ox.ac.uk/>

The Schwarzman Centre

The teaching and study of the humanities is so important because it tells the story of what it means to be human - who we are, where we came from, and how our culture, literature and language have developed over time. With over 700 academic staff and 6,000 students, Oxford Humanities leads the world in the breadth and

depth of subject coverage and the quality of teaching and research. But don't just take our word for it - the latest QS World University Rankings placed us at number one.

The new Humanities building will take our teaching, research and public engagement to new heights. For the first time in the University's history, seven humanities faculties will be housed together along with a new library. These disciplines are currently scattered in buildings across Oxford but they will be united in a new building designed to encourage cross-disciplinary study and research. Academics in the building will work together to tackle some of the most pressing questions of our time. As well as a new Institute for Ethics in Artificial Intelligence, they will consider the environment and how society rebuilds after the pandemic.

Crucially, the building will be open to the public, and we aim to bring research and performance in the arts and humanities to new audiences. There will be dedicated space for schoolchildren to visit and engage with Oxford's researchers. There will be exhibition space and three new performance venues for music, theatre, drama, dance, lectures and more. A new Cultural Programme will bring the world's leading performers and artists to Oxford. Our venues will also be open to regional cultural organisations, with whom Oxford researchers will strengthen partnerships. We cannot wait to welcome you to the first performance in 2025.

The Cultural Programme

Based in the performance and public spaces in the new Stephen A Schwarzman Centre for the Humanities, the Cultural Programme will bring together local, university and global cultural communities in a physical and digital arts centre inspired by the University of Oxford's research.

Over the coming months, we're putting on a series of pop-up, live and online events as we gear up for the opening of Oxford University's new Schwarzman Centre.

We believe culture is for everyone and are building a programme that allows creativity to flourish. At the heart of the Cultural Programme and a key mission for the Schwarzman Centre, is a commitment to bringing arts and humanities research into a rich, creative and imaginative dialogue with artistic practitioners of the highest calibre, and to making the results of those collaborative encounters accessible to the widest and most diverse audiences.

Animating the new Schwarzman Centre will be an ambitious, wide-ranging and diverse programme comprising performances, mini-festivals, workshops, exhibitions, screenings, talks and other public events. The Cultural Programme will create places and spaces for collaboration across all genres and disciplines and attract audiences and visitors of all backgrounds from across the globe.

The Cultural Programme team sits with the Humanities Division at the University of Oxford and works closely with the Torch and Knowledge Exchange teams. The Humanities Division is one of four academic divisions in the University of Oxford, bringing together nine faculties and the Ruskin School of Art. The divisions faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Cultural Programme will establish multiple collaborations locally, nationally, and internationally to develop an exceptional array of activities designed to engage new audiences — not merely as spectators but as partners in a lively, critical dialogue about the role and the value of the humanities, both in narrating our past and in shaping our future.

Our Values

PEOPLE

We bring people together in a diverse, inclusive, fair and open environment that allows them and their creativity to flourish.

IDEAS

We are committed to the development, sharing and understanding of new ideas.

PLACE

We are rooted in our local region and connected globally. We are committed to contributing responsibly and creatively to environmental sustainability.

EXPERIMENT

We enable people to pursue their curiosity, to explore and to experiment.

OXFORD IS BUILDING

Construction on the Stephen A. Schwarzman Centre for the Humanities is well underway and on track for completion in 2025.

Located amid landscaped gardens on the university's historic Radcliffe Observatory Quarter in central Oxford and housed in a contemporary building designed by Hopkins Architects, whose previous work includes Glyndebourne Opera House, Kroon Hall at Yale University and Portcullis House in Westminster, the Schwarzman Centre for the Humanities will become a new home for the research and teaching of Oxford's humanities disciplines with state-of-the-art academic, exhibition and performance spaces. It will bring together seven faculties, the Institute for Ethics in AI, the Oxford Internet Institute, and a new humanities library. It has been made possible by gifts from philanthropist and businessman Stephen A. Schwarzman.

The Cultural Programme will come to life in – and bring to life – the Centre's outstanding performance venues.

The landmark performing arts space will be the striking **500-seat concert hall**. The hall will provide seating for up to 60 musicians, with an orchestra pit and balcony seating for choral works. It will support a diverse range of artforms with music at the heart of the programme.

State-of-the-art **studio facilities** will capture and record performances by acclaimed visiting artists, young professionals and students. Live-streaming will reach new audiences both locally and internationally.

A **250-seat auditorium/lecture theatre** that will support staged drama and the spoken word,

A **100-seat black box** experimental performance lab with lighting rig and balcony.

The **rehearsal hall** will accommodate up to 100 people, and includes a semi sprung floor for dance.

A **100-seat screening room** will include facilities for 35mm projection and a high-quality sound system.

There will be an **exhibition hall** on the ground floor, and a dedicated space for school groups with separate access to the building adjacent to the university's remarkable Bate Collection of Musical Instruments.

The Centre will be open to everyone, who might visit to attend our performances, or simply to walk in for a coffee or a drink which they can enjoy them in the building or one of the new green spaces outside.

The building project is the largest ever undertaken by Oxford University and will become one of the biggest buildings to adhere to Passivhaus standards.

For more information please visit: <https://oxfordculturalprogramme.org.uk/>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>.

Non-technical questions about this job should be addressed to the recruiting department directly.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>.

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.