

we the curious work with us

Photo credit: Lisa Whiting



Assistant Producer: Public Programmes

Role information pack

Role summary

Role: Assistant Producer: Public Programmes

Location: Significant responsibility onsite, at We the Curious, with some scope for working from home.

Department: Science Engagement

Report to: Producer: Public Programmes

Responsible for: N/A

Salary: £28,521 per annum

Contract: Permanent

Working hours: Full time - 37.5 hours a week, working Monday – Friday. Please note, this role includes occasional evening and weekend working.

About We The Curious

We The Curious is an educational charity and one of the UK's leading science centres.

We produce experiences that bring people together to play, get creative with science and explore different ideas.

We work with partners, locally and nationally, supporting people to be inquisitive, develop new skills and improve their wellbeing.

We are progressive, inquisitive, collaborative, playful and creative.

Our Why, What & How

Our vision

What if everyone is included, curious and inspired by science to build a better world together?

Our mission

To connect and empower people through sharing creative experiences which celebrate unknowns in science.

Our pledges

- _Cultivate Curiosity
- _Strive for Sustainable Futures
- _Include Everyone
- _Build Resilience
- _Open Up Science

You can find out more about these in our [Manifesto](#).

Our Values

- _Inquisitive - Asking questions
- _Progressive - Thinking about what's next
- _Playful - Embracing the unexpected with a sense of fun
- _Creative - Generating and testing new ideas
- _Collaborative - Being inclusive, connecting and valuing

Our Strategic Priorities

/SP 1 We are a playful space to explore emerging ideas in climate, health and technology

/SP 2 We are challenging educational inequality by creating opportunities for young people to see themselves in science

/SP 3 We are developing a resilient and decarbonised operating model in an uncertain world

About the role

Sitting within the Public Programmes team, the Assistant Producer: Public Programmes plays a key role in the development and delivery of the wide-ranging public events programme at our busy Harbourside venue.

Working alongside the department lead and our other Assistant Producers, this role is expected to lead on content creation for our in-venue programme of events, as well as support the delivery of daily activities, workshops and participatory experiences.

Primarily focussed on engaging non-school audiences, you will be helping to create experiences that specifically appeal to families, adults, the under 5's, priority audience groups and everyone in-between. You will be expected to help bring together ideas and research from across the arts and sciences and collaborate with professional and community partners to create experiences that are playful, accessible and ultimately cultivate curiosity.

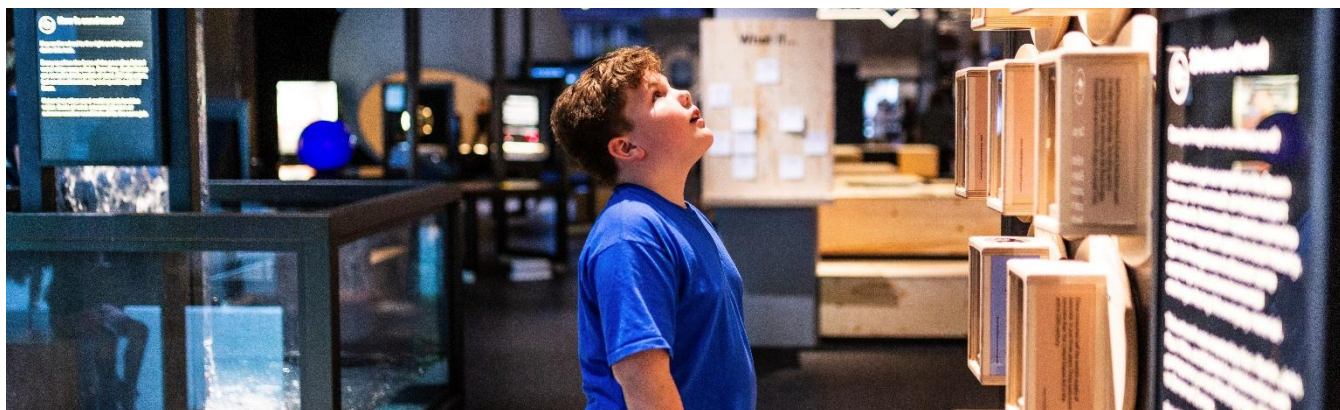
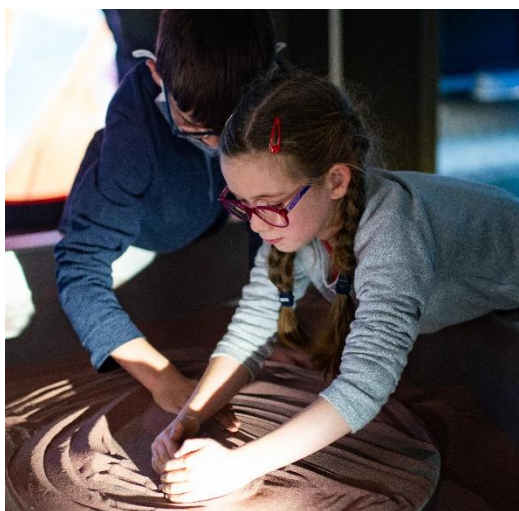


Image caption: Lisa Whiting, Jon Craig, Dan Watkiss

we the curious



What will you do in this role?

Role specific responsibilities

- _Lead on research and development of new, high-quality content for the programme – creating new workshops, experiences and activities from scratch
- _Work with different groups of people and spaces within our venue; working confidently and flexibly to adapt and create new content for different environments, audiences and on different themes.
- _Support the department lead to project manage a broad range of events, creative collaborations, and partnerships (both short and long term) such as our family weekend and holiday programmes or projects with community/youth/academic partners.
- _Support the departmental lead on our delivery schedule, including administration of timelines, deadlines, and staffing schedules
- _Co-ordinate the logistics needed to effectively deliver the programme, including administration, cross-departmental liaison, procurement and compliance with organisational regulations and guidelines including Health & Safety, Safeguarding and Child Protection.
- _Support face-to-face programme delivery as required, including training the delivery team and supporting volunteers, alongside occasional weekends/holiday support on the venue floor.
- _Feed into the development of strategy concerning the public programme at We The Curious in collaboration with your team and other departments as required.

What will you do in this role?

General responsibilities

_Embody and demonstrate our values; Collaborative, Creative, Inquisitive, Playful, Progressive.

_Support and assist the Audience, Marketing, and wider Programming team on all aspects of communicating our offer, including marketing campaigns, social media, and audience development.

_Collaborate with the Development team on any funding bids and reports relating to your area of work.

_Be responsible for carefully following safeguarding policies and procedures and raising any concerns to your manager/Designated Safeguarding Officer.

_Have general responsibility for departmental compliance with GDPR.

_Occasional out of hours work may be required of this role.

_Due to the responsibilities of this role, you will be required to complete an enhanced DBS check as part of your induction.

What we're looking for from you

Essential:

- _Experience of developing and delivering a diverse range of events, activities, and workshops for the public across a range of disciplines
- _Experience of working collaboratively with external partners, creatives and/or academics
- _Experience of working with audiences not well represented in the science centre sector
- _Confident facilitator and communicator
- _Experience of/competency in all aspects of project co-ordination
- _Highly organised with excellent time management skills, an eye for detail and the ability to prioritise
- _Able to work independently under own initiative and under supervision
- _Flexible and adaptable team player with good interpersonal skills
- _A Science, Technology, Engineering or Maths (STEM) based degree or experience of working with STEM ideas and concepts

Desirable:

- _Experience of designing an events programme for a large public venue, preferably in a science communication context
- _Experience in training and coordinating delivery staff and supporting volunteers
- _Demonstrable experience of translating complex topics and concepts to make them accessible and engaging to a non-specialist audience
- _Experience in the design and delivery of live science demos, including the handling and management of restricted chemicals

Application process

Deadline for applications: 11:59pm on Sunday 27th September 2026

Interview dates and location: Thursday 15th and Friday 16th October 2026, in person at We the Curious, Bristol. An online option is available to anyone unable to attend in person.

Start date: There is a suggested start date of Tuesday 24th November 2026 for this role, with flexibility depending on the personal circumstances of the successful applicant.

Application process:

If you would like to apply, please complete the application form online. You will be asked to submit your CV and answer two questions designed to assess your interest in and suitability for the role. These are:

_ Why do you think you are the right person for this role? (400 words)

_ A key part of this role is helping to design experiences for a variety of people. Drawing on your previous experience, can you tell us about a time when you were involved in developing an activity or experience for a public audience? (250 words)

Please don't include any additional documentation with your application, as we will not be able to review them.

We appreciate interviews can be stressful, so we try to make them more of a conversation and a chance for you to tell us about how your skills and interests make you the right person for the role.

If you are invited for an interview, we'll send you the questions that you'll be asked beforehand so that you have time to prepare.

If you have any particular needs or requirements, please do let us know so that we can make the required adjustments.

If you would like to talk about the role or the application process, please email people@wethecurious.org

Support during the process

We The Curious is a Disability Confident Employer and we welcome applications from candidates who self-assess themselves as having a disability. We will guarantee an interview to applicants who advise that they have a disability and who meet the minimum criteria for a job vacancy. To help you, under the Equality Act 2010 a person is defined as having a disability if a) they have a physical or mental impairment, and b) the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

Please note that there may be occasions where it is not practicable or appropriate to interview all disabled applicants that meet the minimum criteria for the job. For example: where there are extremely high numbers of applications. In these circumstances we will select the disabled candidates who best meet the minimum criteria for the job rather than all of those that meet the minimum criteria.

We want to work with you to ensure the recruitment process is accessible for you. If you are disabled, neurodivergent, or if you have a long-term health condition, we'll be happy to make reasonable adjustments to our processes for you.

You'll have the opportunity to let us know about any adjustments you may need throughout the application and selection process. We'll continue this conversation if you join us as a staff member, and we'll work with you to make sure you have the adjustments you need to succeed in your role.

Examples of adjustments could include:

- _providing alternative formats at every stage
- _options to apply
- _extra time for tasks
- _providing some extra information about what to expect
- _office orientation before an in-person interview.



Including everyone

We value the positive impact greater representation will have on our organisation, programmes and culture. It's our goal to become an inclusive place to work and for our teams to better reflect our city and the people who visit us.

We welcome applications from people of all lived experiences and particularly those that are not well represented* in the science centre sector.

*By not well represented we mean people with lived experience including but not limited to:

- _African and African-Caribbean heritage
- _South Asian and East Asian heritage
- _Global Majority
- _Disabled
- _Neurodivergent
- _Visually Impaired
- _Deaf community
- _LGBTQIA+ and/or non-binary
- _Working class background
- _Didn't go to university or first in your immediate family to attend University



Working with us

We value the people that work with us. Our staff have access to the following:

Wellbeing & support

- _Flexible working
- _Hybrid working (if suitable and stated for role)
- _Cycle to work scheme
- _Free yearly flu jabs and eye tests
- _Paid sick leave for physical and mental health
- _Mental Health First Aiders
- _Confidential advice & counselling through the Employee Support Programme

Leave

- _25 days in addition to/including bank holidays (all pro-rata).
- _A day of extra holiday for every 5 years' service
- _An amount of paid leave for emergency dependent care, domestic emergency leave and compassionate leave

New Parent Policy

We are proud to be a family friendly organisation, which is why we work to develop our people practices in line with that value. We have recently introduced a non-gendered approach to Maternity and Paternity, re-branded as our “New Parent Policy”. There are eligibility criteria and terms and conditions, but the key take away is that anyone who is due to become a new parent, regardless of their gender, can take 1 year off work, and we'll pay your full salary for the first five months.

Facilities & discounts

- _Free tickets to the venue for you and up to four guests, plus 12 additional entry tickets per calendar year to give away.
- _15% off in the We The Curious café
- _20% off in our shop
- _Range of discounts with local businesses and free entry to other local attractions.
- _Social events
- _Secure cycle storage

Pension

- _We offer a pension scheme with 5% company contributions.

Death in service benefit

- _Four times your annual salary.