



Job Description

Post Title: Virtual Mela Digital Producer Paid Internship

Reports To: Glasgow Life

Responsible for: Assisting with digital and social media content creation for Virtual Mela

Hours: 14-21hrs per week

Job Purpose:

Our Shared Cultural Heritage is a three-year long partnership between Glasgow Life, the British Council and Manchester Museum and funded by the National Lottery Heritage Fund as part of Kick The Dust. The project aims to support young people to explore the shared cultures and histories of the UK and South Asia through their own identities and heritage. As well as changing how museums and heritage organisations engage with and represent South Asian cultural heritage, this youth-led project aims to open up new routes for careers within the sector.

Established in 1990, Glasgow Mela turns 30 in 2020. Responding to COVID-19, Glasgow Mela 2020 has become the Virtual Mela. We are looking for someone to assist with producing effective and efficient, digital content to Glasgow Life and Our Shared Cultural Heritage regarding Virtual Mela, and Mela Memories - an OSCH celebration of the Mela's 30th anniversary. The Virtual Mela Digital Producer Intern will join the Virtual Mela Project Planning team in September and October, working under the supervision of the Our Shared Cultural Heritage project coordinator, with support from the Mela team and Glasgow Museums.



Key Tasks:

1. To assist, develop and organise digital content for Mela Memories and Virtual Mela using a variety of social media and digital platforms
2. To work with South Asian communities in helping to design and co-curate content for Virtual Mela using a variety of digital platforms
3. To work closely with Jenny Clark from the Glasgow Life comms team to organise digital campaigns using a variety of social media and digital platforms.
4. Work closely with Glasgow Life and their external partners such as British Council to develop online digital content.
5. To support, assist and work closely with the Our Shared Cultural Heritage (OSCH) team and South Asian communities to build community-led content
6. Represent Glasgow Life, Glasgow Mela and Our Shared Cultural Heritage locally, nationally and internationally as part of digital content on social media

Virtual Mela Digital Producer Intern: Person specification

	Selection criteria (essential)	Selection criteria (desirable)	How assessed
Education and qualifications	Sufficient literacy and numeracy to be able to undertake the tasks and duties of the role.	Graphic design/ media qualification evidence of practical experience in design, social media, community engagement or cultural heritage	Application & interview
Experience	Prioritising, and taking responsibility for, own Workload and meeting deadlines Effectively using computer packages for word processing, and social media platforms	Working with south Asian communities Creating digital content for organisation or cultural institutions Awareness of community, youth or heritage organisations and groups	Application & interview
Skills and abilities	Well-developed written & oral communication skills Ability to negotiate with people at a variety of levels. Able to complete tasks to potentially conflicting deadlines, re-prioritizing own work as appropriate. Able to work effectively as an individual and as a member of a team.	Portfolio of digital work Created digital content	Application & interview
Knowledge	Word, Excel & PowerPoint computer Packages Awareness of accessibility issues and safeguarding (note: organisation-specific training will be provided)	Twitter, snapchat, Facebook, tiktok, slack Knowledge of South Asian communities	Application & interview
Work circumstances	Commitment to personal & professional development Punctuality & regular attendance	Willing to travel and work in different settings	Application & interview

Commented [1]: adding this just to emphasise that we are offering training specific to GL/BC/the project