



Role: Project Manager - The Big Data Show

Accountable To: Artistic Director

Location: Edinburgh & on location as required/agreed

Contract type: Freelance

Start date: 20 February 2023

Fee: £5,000 (equivalent of 20 days at £250pd)

Who We Are

Civic Digits blends digital technology, gaming and live performance to create innovative and interactive experiences, to question what it means to be a digital citizen in the 21st century. We aim to be a feminist, anti-racist and intersectional organisation and we want to encourage young girls to explore STEM subjects and careers.

Equality, diversity and inclusion is at the heart of everything Civic Digits aims to do. Our company mission is to create a digital future where we can all flourish. We are passionate that no one gets left behind in the digital world we now live in, either through digital poverty and/or a lack of role models in the professional digital world and digital culture

Purpose of Role

To plan and manage the successful delivery of Civic Digits' partnership project: The Big Data Show at Abertay University's cyberQuarter.

Key responsibilities:

- To lead on the key administration areas including drafting of standard contracts, creation of contact sheets, schedules and other admin tasks
- To effectively manage stakeholder and partnership relationships
- To ensure that the project budget is kept up to date and accurate, collating invoices and leading on the day to day management of the project budget
- To work with designated PR & marketing teams to develop and manage the implementation of an effective communications strategy across partners
- To lead on the schools booking programme; booking the target number of schools/pupils and managing the show and workshop schedule
- To manage the pupil consent process
- To manage the set up and testing for The Big Data Show in the cyberQuarter to assure functionality
- To attend fortnightly company meetings
- Validate tests and issue SCQF certificates to schools
- Compile statistics and feedback for full evaluation
- Leading on the project reporting to funders



How to apply

Applicants are asked to submit a statement of interest and CV. These can be submitted:

- in written form (no more than 1 side of A4)
- via video or audio files (3 mins max)
- we welcome applications in BSL and/or alternative formats. Please get in touch to discuss your needs.

Applications should be submitted to contact@cividdigits.com by 23:59 on 08 January 2023. Interviews will be held w/c 16 January 2023.

Background & context of project

In 2020 Civic Digits launched their flagship project, The Big Data Show (TBDS). TBDS is a ground-breaking, immersive experience exploring cybersecurity and data citizenship through a combination of mobile gaming and live storytelling.

TBDS is a Scottish Qualifications Authority accredited project delivered in schools and informal learning settings, which on completion earns students an SCQF Level 3 certificate (An Introduction to Cyber Resilience and Digital Citizenship). It was rolled out remotely to over 30 schools across rural parts of Scotland in 2021 & 2022, reaching over 2000 students.

The Big Data Show aims to:

- Make young people aware of the degree to which cyber security needs to be a part of everyday life.
- Raise basic awareness of cyber security practice and also broader, related subjects of citizenship, emotional health and well-being.
- Improve cyber security behaviours through the use of creative learning and engagement.
- Inspire young people to pursue careers in cyber security through representation, activities and a qualification.
- Support teachers with resources designed to contribute to ongoing development using the concepts, ideas and practices employed in the live workshops.

Civic Digits and Abertay University cyberQuarter have now secured funding to run TBDS as a 1 day immersive creative learning experience aimed at P7 pupils across Dundee, over the course of 3 weeks. The project would be free to schools and would see us engage with 600 pupils from up to 22 schools in Dundee.

Pupils will be invited to the Abertay cyberQuarter to take part in The Big Data Show programme; which includes 2 workshops and a live interactive screening of [The Big Data Show](#). Lunch and travel to/from the venue would be provided to remove access barriers. Students would leave the day able to collect their SCQF Level 3 Certificate (An Introduction to Cyber Resilience and



Digital Citizenship) once they have completed their follow up conversation with their teachers post-delivery day.

TBDS project team, overseen by Civic Digits Artistic Director, Operations Manager and Chief Technical Officer, will consist of:

- Project Manager
- Technical Manager
- Show Operator
- 6x Workshop Facilitators