

AGILE CITY

Job opportunity: Creative Content Producer

We, Agile City, are delighted to announce an opportunity for a **6 month, paid internship** as **Creative Content Producer**.

We operate two buildings located in the North of Glasgow – Civic House and Glue Factory – providing studios, coworking space, venue, galleries and a canteen.

We provide high-quality affordable spaces for cultural and social enterprise - working across sustainability, city development, architecture, design and making, education, community outreach, and more.

Over the last 3 years we have been developing our two buildings, both have undergone significant works and reopened earlier this year. This is an exciting time to join the organisation, with unique opportunities that contribute to the way we run buildings for cultural and social enterprise.

Internship overview:

Please note, You must be a member of the [GCAS Talent Pool](#) to apply. You can check if you are [eligible here](#). GCAS registration can take up to 48 hours to process.

Employer name	Agile City CIC
Location	Civic House, Glasgow, G4 9RH
Salary	£10 per hour
Start date	May / June 2022
End date	6 months from start date
Hours	35 hours per week, 4-5 days with some flexible hours

Role & Responsibilities:

In May 2022 we are launching a new website for Agile City, combining the sites of Agile City, Civic House and Glue Factory into one central platform that will enable our customers to book spaces, event tickets and learn more about the activities we support.

You will join a small and motivated team of 5 core staff. The Content Producer will have a key role in working with the brand team, and will gain experience in curating and commissioning engaging, design-led content.

We seek a pro-active, organised and articulate person to **write and produce creative content for the new website, support across company marketing and comms, and connect with the community who use our spaces.**

Role Details	
Project Documentation	Working with the company director, the Content Producer will capture information from different sources (documents, interviews and images) to ensure past projects are fully documented and uploaded to the website. The purpose of this content is to showcase our projects, and inspire collaboration and engagement with future programmes and activities.
Case Studies & Features Write-ups	Working with the brand team lead, the Content Producer will create a series of case studies and features that highlight and celebrate the activities of the building. Case studies will include; <ul style="list-style-type: none"> ● Event formats and use of our hire spaces ● Profiles about our coworking members ● Photo stories and interviews about our studio tenants <p>The purpose of this content is to showcase our products and inspire engagement with our spaces in new and interesting ways.</p>
Content Management & Digital Housekeeping	<ul style="list-style-type: none"> ● Reformatting and editing content across channels (for website, social media, e-shot, and other marketing materials) ● Uploading content to the various digital platforms ● Batch processing of images into correct formats for upload and storage ● Managing database of content and contacts

Personal Attributes:

Personable, people-focused, team player – we seek someone keen to get involved with projects and respond positively to the dynamic, and flexible nature of working in a small team.

Proactive – a proactive and positive approach to work is essential. We seek someone with the ability to take initiative, with a calm, focused and professional approach.

Excellent communicator – we have a diverse range of projects, audiences and partners and require someone who is adept at communicating with clear, simple language.

Adaptable & highly organised – we seek someone who can efficiently and effectively organise their time between desk-based and practical tasks.

Requirements:

Essential	<ul style="list-style-type: none"> ● Writer / journalist - previous writing experience ● Self-starter mentality - motivated and ambitious without needing too much direction ● Great time management - working responsively with the ability to prioritise workload and meet deadlines ● Excellent eye for detail - an aptitude for organisation, working quickly, accurately and with care
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	<ul style="list-style-type: none"> ● GCAS Talent Pool - you must be a member to apply
Skills	<ul style="list-style-type: none"> ● Excellent communication skills in written and spoken English (educated to degree level) ● Competent at using computers, and digital software - website, social media ● IT skills - adept in word processing, spreadsheets, email and calendar management
Desirable	<ul style="list-style-type: none"> ● Passion for writing, research and story-telling ● Interest in some/all of the following; design, ecology, sustainability, music, food, the arts, cultural & social enterprise ● Experience using Google Workspace and Drive ● Experience using Photoshop, Canva and marketing tools ● Experience in writing for web, SEO
Other information	<ul style="list-style-type: none"> ● The role will part remote and part on-site working, based at Civic House, G4 9RH ● A laptop will be provided for the duration of the internship ● You will participate in regular production and sign-off meetings, reporting to project lead

How to Apply:

Closing Date	5pm, Monday 18th April 2022
Application	<p>Email your CV, and a covering letter as one document to projects@agile-city.com quoting 'CCP Application' in the subject line.</p> <p>You must be a member of the GCAS Talent Pool before you can apply. You can check if you are eligible here. GCAS registration can take up to 48 hours to process. Please apply as soon as possible in advance of the closing date, as late applications will not be accepted.</p>
Interviews	Applicants will be informed of interview the week commencing 25th April

If you have any questions about the role, or the application process, contact:
Grace Winteringham — projects@agile-city.com