

AGILE CITY

Job opportunity: Glue Factory Building Assistant

We, [Agile City](#), are delighted to announce an opportunity for a **6 month, paid internship** as **Glue Factory Building Assistant**.

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 architecture, design, making, food, film, music.

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	Glue Factory, Glasgow, G4 9RH (primary location) with some shifts at Civic House.
Salary	£10.50 per hour
Start date	January 2023
End date	6 months from start date
Hours	35 hours per week, 4-5 days with some flexible hours and shift work for events

Role & Responsibilities:

The role of Glue Factory Building Assistant will play an important part in supporting the Building Manager to develop new spaces and facilities in the building, while supporting with weekly tasks to manage the studios, hires and events. The role comes at an exciting moment in the building's evolution - we have just completed a series of major roof works and are now focusing on bringing the internal spaces to life by creating new studios for creative professionals and event spaces to support a range of productions across arts, culture, design, film and fabrication.

This is a practical role and the successful candidate will learn a range of skills associated with the design, development, maintenance and management of a post-industrial building being converted into a making and production facility.

Role Details	
Development projects at Glue Factory	<ul style="list-style-type: none"> ● Assist Glue Factory Manager and external contractors with internal fit-out projects, which will include <ul style="list-style-type: none"> ○ Clearing, organising, painting studios ○ Building furniture and installations for events and hires ○ Internal DIY projects - installing signage, lighting, storage areas ● During the internship the candidate will learn and develop basic joinery and DIY skills
Studio & hire management support	<ul style="list-style-type: none"> ● Engage with studio holders to ensure we provide a positive, productive and professional space to work for our tenants. ● Responsible for the reset of spaces between hires ● Support with the setup, breakdown of events and hires including technical equipment, furniture, lighting etc - this will include event support at Civic House when required. ● Act as duty manager for certain shifts - opening and closing the buildings, setting up and breaking down spaces with furniture and tech
Weekly tasks at Glue Factory	<ul style="list-style-type: none"> ● Responsible for building checks and the reset of spaces to ensure they are fit for purpose - for tenants, customers and guests ● Record any issues requiring attention and address or report them as required. ● Work closely with the building manager to review any issues flagged by tenants or our team to make priority list of tasks ● Complete building Health & Safety and building maintenance checklists including clearing of fire escapes and communal areas, meter readings. ● Carry out weekly fire alarm tests and inspect fire extinguishers.

Personal Attributes:

Personable, people-focused, team player - as a small team we all engage with our community of members who use our spaces on a daily basis. We seek someone keen to get involved with projects and respond positively to the dynamic, and flexible nature of working in a small team.

Practical, Proactive & Resourceful - 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, ability to problem solve quickly and effectively.

Self-starter mentality - motivated and taking initiative to work independently on agreed tasks and projects.

Great time management - working responsively with the ability to prioritise workload and meet deadlines

Attention to Detail and Conscientious - working with great care adhering to high health & safety standards, building regulations, quality control, and risk management

Requirements:

Essential	<ul style="list-style-type: none">● GCAS Talent Pool - this is a funded internship. You must be under 29 years old, educated to degree level, have graduated within the last 12 months. Full details here
Skills	<ul style="list-style-type: none">● Proven experience in practical work - ie basic joinery and DIY skills● Excellent communication skills in written and spoken English● Proven record of project delivery
Desirable	<ul style="list-style-type: none">● Interest in some/all of the following; cultural & social enterprise, art, design, live performance, craft, DIY and sustainability● IT skills - adept in word processing, spreadsheets, email and calendar management● Tech and AV install

How to Apply:

Closing Date	Tuesday 24th January 2023 @ 17.00
Application	<ol style="list-style-type: none">1. 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.2. Complete the application form here3. Email your CV, and a covering letter to hr@agile-city.com quoting 'Glue Factory Building Assistant Application' in the subject line.
Interviews	Interviews held week commencing Monday 30th January 2023.

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