

AGILE CITY

Job opportunity: Civic House Front of House & Comms Assistant

We, [Agile City](#), are delighted to announce an opportunity for a **6 month, paid internship** as **Civic House Front of House & Comms 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 including the Passivhaus retrofit of Civic House. 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	£10.50 per hour
Start date	May 2023
End date	6 months from start date
Hours	35 hours per week, 5 days with some flexible hours and shift work for events

Role & Responsibilities:

The new role of Front of House & Comms Assistant will play an important part in realising the potential of the coworking, venue and canteen spaces of Civic House. The successful candidate will work closely with Civic House Manager to bring the spaces to life by creating a welcoming, professional and productive environment for creative professionals working across architecture, design, social enterprise, sustainability, film and music.

You will deliver excellent front of house service and build strong relationships with our coworking members and users of the building. The Civic House Front of House & Comms Assistant will support the delivery of events and hires of spaces, working closely with the Hire Coordinator.

There will also be a range of communication and admin tasks - telling the story of our activities to bring people to the space to build a community of coworking members, attract event enquiries and people to visit the canteen.

This is a practical role and alongside the front of house and comms tasks you will support the tasks of managing the building with opening / close, weekly checks, resetting spaces, meeting with service providers.

Role Details	
Front of House - Coworking & hire management support	<ul style="list-style-type: none"> ● Engage with studio members to ensure we provide a positive, productive and professional space to work for our tenants. ● Responsible for setting up the space at the start and end of each day - being a key-holder for the building and ensuring the space is well presented at all times. ● 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
Comms and marketing	<ul style="list-style-type: none"> ● Assist Civic House Manager with communication and marketing activities, which will include <ul style="list-style-type: none"> ○ Social media posts ○ Website updates and blog posts and stories about members activities and events happening in the building ● Market research about sector and industry contacts ● Internal communication with members via internal signage and emails
Weekly tasks at Civic House	<ul style="list-style-type: none"> ● Responsible for building checks and the resetting 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 and Punctual - 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. Deadline for applying to the talent pool is 8th May 2023 - we strongly recommend applying to the talent pool at the earliest opportunity.
Skills	<ul style="list-style-type: none">Professional, practical and self-motivated - must be able to prioritise workload and use initiative to deliver tasks without supervision.Organised, efficient and punctual - must be able to carry out work in a logical and timely manner and keep tools, materials and equipment stored in good order.Cautious and attentive - comply with H&S guidance provided by Agile City, be able to complete tasks safely and with consideration for others.A desire to take responsibility for Civic House and maintain high standards.IT skills - adept in word processing, spreadsheets, email and calendar management
Desirable	<ul style="list-style-type: none">Interest in some/all of the following; design, ecology, sustainability, music, food, the arts, cultural & social enterpriseIT skills - adept in word processing, spreadsheets, email and calendar managementPractical skills - joinery, fabrication, tech installTech and AV install

How to Apply:

Closing Date	Monday 8th May @ 17.00
Application	<ol style="list-style-type: none">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.Complete the application form hereEmail your CV to hr@agile-city.com quoting 'Civic House Front of House & Comms Assistant Application' in the subject line.
Interviews	Interviews held week commencing Monday 8th May 2023.

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