



Unit 316 The Custard Factory
Gibb Street
Digbeth
Birmingham
B9 4AA

Job Description: Capsule Assistant (Freelance Position)

Deadline for application: 5pm, Friday 1 March

Interview date: Monday 11 March

Start date: Tuesday 2 April

Fee: up to £5610 / 66 days @ £85 per day

Duration: April - August 2019 (with possible extension)

Hours: 3 days per week

Frequency of days per month: April (12), May (12), June (12), July (16), August (8), plus 6 x flexible extra days used as and when in agreement with the Executive Producer. It is essential that the successful candidate is available to work Supersonic Festival weekend 19-21 July, including days either side of this.

The role: The Capsule Assistant role is designed to support the organisation, working across Supersonic Festival and our live events programme.

For **Supersonic Festival** you will support marketing and assist with festival logistics. During the weekend itself this role will lead the festival's 'Market Place' with market traders, a small stage and workshop areas supported by a team of volunteers and any offsite projects. This role will also be responsible for capturing live audience feedback and contributing to the various social media platforms.

You will work on all aspects of the year-round, live programme - supporting the promotion, research, marketing, venue and artist liaison.

This role is based at the Capsule office at the Custard Factory in Birmingham and not suitable for remote working.

We are a small but ambitious organisation. This role would be ideal for an emerging / early-career, freelance arts professional, keen to harness their knowledge and enthusiasm and develop their skills in both the promotion and production of live events within a highly creative and dynamic organisation.

Essential experience & skills overview (more in-depth information about this role can be found in the person specification):

- Knowledge and interest in experimental music / arts, digital and live events.
- Work within the arts, music, cultural or heritage sectors.
- Excellent communication skills, both written and oral.
- Good organisational skills, able to prioritise and problem solve.
- General IT skills.
- A good knowledge of photoshop.
- A good knowledge and experience of using social media platforms.
- Be resourceful, level headed and be able to work well under pressure.

Personal Profile:

We are looking to appoint a warm and welcoming team player who likes working with people in an engaging way, who is assertive when dealing with challenging situations and is flexible, pragmatic and resourceful in coordinating and delivering projects. She/he needs to be able to hit the ground running, be self-motivated and prepared to work flexibly and sometimes unsociable hours during project delivery. We are looking for someone with a positive and confident attitude who is passionate about creating art events that reach out to a range of audiences.

Application process:

If you are interested in applying for this opportunity please email your equal opportunities form, CV, a letter of application outlining why you are interested in this opportunity and how you feel you would fulfil this role to (maximum of 2 sides of A4) and a completed equal opportunities form to info@capsule.org.uk

The deadline for applications is **5pm Friday 1 March**, interviews will be taking place on **Monday 11 March** and we will notify candidates that we wish to interview by **5pm Wednesday 6 March**. If you haven't heard from us by then please assume your application has been unsuccessful on this occasion. Due to the high volume of applications we cannot provide feedback on unsuccessful applications.