



Capsule Events Ltd
Unit 317
Zellig Birmingham
B9 A44

Role: Festival Assistant (supported by Youth Music)

Publish date: Wednesday 6 March, 10am

Deadline for application: Wednesday 3 April, 5pm

Interview date: Wednesday 17 April

Start date: subject to availability / for negotiation

Fee: £5,225 (55 days, £95 per day)

Location: this is an in person role, based in our Digbeth offices

Other benefits:

- As part of this placement, the applicant will get the opportunity to devise and produce a creative project, inspired by your work with Supersonic Festival.
- A contribution to applicant's access costs will be available
- A professional mentor
- Bespoke training led by industry expertise

Duration and frequency:

Overall this project will be live between April – September 2024. And in terms of frequency of days, there is flexibility in terms of the ways in which the allocated days are used during this timeframe.

Essential dates:

Our successful candidate **must be available to work Supersonic Festival itself (30 August - 1 September), as well as the week leading up to it (27 – 29 August) and Monday 2 September 2024.** Following the festival, whilst the majority of the placement will be completed, the candidate would also be required to participate in evaluation and feedback work with the team.

About Youth Music

This role is supported by Youth Music.

Youth Music believe that every young person should have the chance to change their life through music. Yes their research shows that many can't because of who they are, where they're from or what they're going through.

Their insights, influence and investment in grassroots organisations and to young people themselves means that more 0-25-year-olds can make, learn and earn in music.

Youth Music is a national charity funded thanks to the National Lottery via Arts Council England, players of People's Postcode Lottery and support from partners, fundraisers and donors.

Thanks to this grant we'll be able to give someone the opportunity to gain first-hand experience of working in the music industry, offer training with industry experts, a professional mentor, and the opportunity to devise and produce a creative project, inspired by their work with Supersonic Festival.

About our work:

Capsule crafts extraordinary work for curious audiences. Through our annual Supersonic Festival, large scale projects like Home of Metal, and Artist Development programme, we craft extraordinary new work for curious audiences. Our work is of the highest quality, authentic and inclusive.

Supersonic Festival has been named as the UK's premier experimental music festival, with rave reviews from The Independent, Arts Desk and The Quietus to name but a few, and topping The Guardian's Guide to the best experimental music festivals in Europe.

In 2019 The Guardian named Supersonic 'The UK's best small festival' with a 5 star review and again for the 2022 edition we received a 5 star review, writing 'From Grove's queer swagger to

Circle's ecological visions and Divide and Dissolve's call for decolonisation, this thrilling underground fest has radical utopianism at its heart.

Bringing together live performances by some of the world's most extraordinary artists, visual art, and audience participation, we create a legendary one of a kind festival. We show the best new work in ways you would least expect. Our work is dominated by the desire to explore and champion the outer edges of new and experimental cultural practice, particularly experimental music. This desire however has been equalled by our aspiration to bring such work to as diverse and large an audience as it merits.

We pride ourselves on our careful attention to detail and collaborative spirit. There is a warmth and friendliness at the festival's core, which creates a positive atmosphere both for the audience and artists on stage and backstage also.

About our team:

Our core team is made up of: Lisa Meyer: CEO / Artistic Director, Kate Self: Executive Producer, Dani Mercier: Operations Assistant and Conor Boyle: Programme Assistant. This role will be managed by our experienced Executive Producer who will provide day to day support, and working closely with our young recruit, will shape their placement with open dialogue and regular review throughout.

As well as the core team, this role will work with our extended team of industry experts and partners from venues, record labels to our media partners, graphic designer and PR team through to the production crew and of course artists. It will be a fantastic opportunity to meet and work alongside a wide range of expertise.

About the role:

Based on feedback and consultation with young people, this employment opportunity has been devised to offer a unique experience working within a live festival setting, looking in-depth at all aspects of event management, planning and production. This role is in part support by Youth Music.

Due to the seasonal nature of our work – and our festival being at the core of the experience you will gain - this will be an intensive experience. You will benefit from additional professional support via a mentor, and financial support to use to visit other live events, exhibitions and creative projects.

This role is for someone aged under 25, who identifies as at least one of the following under-represented characteristics; Black, Asian or other under-represented ethnicities, female, LGBTQ+, from a low socio-economic background.

This will be a highly creative role, in the lead up to the festival your work will contribute to festival marketing, inspired by the artistic programme and your own research about this year's lineup: typically this would include copy writing for our website and social media, managing a range of visual content including images, video and reels. You will also devise and produce your own creative project, inspired by your work with Supersonic Festival.

As a member of the core festival team, during the weekend of the festival itself, you will support a number of key functions which may include; ensuring the smooth running of the festival Market Place including stall holders and extra-curricular programme (workshops, talks and events, meeting and greeting those leading and participating in these sessions, overcoming any practical issues), and ensuring feedback is gathered at the end of the sessions, live social media and short form content, and working closely with a team of volunteers, ensuring audience evaluation is carried out.

And in the lead up to the festival we are envisioning the successful candidate support the expanse of our digital outputs; use of TikTok exploring our vast collection of poster and merchandise archive, and the production of a series of podcasts that feature our upcoming programme. As well as supporting our ongoing development work around younger audiences and work with volunteers.

Why join us?

We are a small, ambitious team, with a long history of talent development and nurturing autonomy, supporting many emerging professionals. Our successful candidate would experience both planning and 'live' elements of this year's festival and benefit from professional support and guidance, building their skills and confidence.

"I learned some many skills that have been really valuable to me in subsequent jobs. There are so many aspects of arts and events planning that can truly only be learned on the job and I'm so grateful to Supersonic for giving me the opportunity to learn so much so quickly." - **Previous Student Paid Intern**

"Working for Supersonic exceeded by expectations. I learned about just how much goes into organising an event and how crucial it is to work in an environment that inspires you to be proactive and do your best because of the amazing people that are around you – and that's Supersonic Festival" - **Previous Student Paid Intern**

"Working as part of the Supersonic team I have been surrounded by support and kindness, and this is something that diffuses its way into the festival - Supersonic is a joyous mix of happy people and brilliant music where I truly feel at home." - **Previous Student Paid Intern**

About You:

This role is designed for a young, emerging / early career / creative. We are looking for an individual eager 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.

Applicants must identify as at least one of the following under-represented in the music industries; aged 25 years or under; Black, Asian or other underserved Ethnicity; female, LGBTQ+ ; from a low socio-economic background

Whilst this is a developmental role and we are not looking for extensive skills and experience, it is essential that you are interested in a role within music / counterculture / the arts and / or cultural sector, and that you can demonstrate some marketing experience; e.g. use of social media, promotion, digital creation. And even if you haven't actually experienced any of our work first hand, we would like to know why you are interested and / or intrigued and curious about us and what we do. Please find up to date information about this year's festival here: www.supersonicfestival.com

All Capsule staff are expected to be/have:

- Team players
- Motivated and enthusiastic
- A flexible and pro-active approach to work
- A willingness to learn and develop
- Ability to manage own workload with minimal supervision
- Ability to remain calm under pressure
- Excellent timekeeping
- Excellent levels of attendance
- Warm and welcoming, contributing to the organisation's inclusive and open culture
- Approachable
- Be able to communicate effectively using appropriate means in an effective manner
- Computer literate including possessing basic word processing and spreadsheet skills
- Able to take a pragmatic view on complex issues, working well with ambiguity, able to use sound judgement and make timely decisions

Recruitment process and key dates:

The deadline for this role is **5pm, Wednesday 3 April**, and interviews will be taking place on **Wednesday 17 April**. Whilst we cannot provide feedback to unsuccessful applications, if you haven't heard from us by **5pm Wednesday 10 April**, please assume on this occasion that you have not been successful on this occasion.

Ahead of the deadline we will hold an online, *Find out more session?* introductory session where you will be able to meet some of the team and find out a little more about our work and the role on offer. This session will take place on **Thursday 21 March, 6-7pm via zoom**. If you would like to attend, please send an email to info@capsule.org.uk with 'Youth Music Online Session' in the title and we will send you sign up information.

And finally, if you would like to make an application, please send the following to info@capsule.org.uk by **Wednesday 3 April, 5pm**:

- An up to date CV
- A document that outlines why you are interested in the role and what interests, skills and experience you will bring (this could be a short cover letter that is no more than 1 page long, a creative deck, or a short – no more than 5 minute long - video piece)
- An example of your digital work
- A completed Equal Opportunities form

If you have any questions about this role, please contact Kate Self via kate@capsule.org.uk

Good luck, and thank you again for your interest in our work!