Job Title:	**Cobalt DIY Music Paid Internship**	**Working Hours**	2 – 4 days per week to be discussed for 4-7 months.
Location:	Cobalt Studios / 10-16 Boyd Street, Newcastle, NE2 1AP		
Co Manages	n/a	**Date:**	Starts September 2023 - April 2024
Collaborates	The wider Cobalt, Ernie & Ernest team	**Responsible To**	Creative Director
Salary	Minimum wage		

Job Benefits/ Free entry to Cobalt events, free coffee, access to reduced co-working day rate if the space has room, homecooked plant-based meal on many shifts

COBALT IS COMMITTED TO DIVERSITY AND WE ARE ACTIVELY SEEKING APPLICATIONS FROM MARGINALISED GENDERS IN PATRICULAR FOR THIS APPLICATION.

THIS IS A FUNDED ROLE AND YOU MUST BE 18-25 TO APPLY

ADDITIONALLY, WE WELCOME THE LGBTQ+IA COMMUNITY, PEOPLE OF THE GLOBAL MAJORITY, AND BACKGROUNDS OF ALL SORTS THAT MAY HAVE MADE APPLYING FOR JOBS HARD IN THE PAST.

We pledge a safe, caring space to work in with hearts & minds open to learning how we can be continually improving employers and a great team.

Applying? / We can accept applications in the following formats

1. By email to hello@cobaltstudios.co.uk
2. By sending a video or voice note to hello@cobaltstudios.co.uk

We would like to know what you can bring to the job and why you would like it**,** following this if we deem you a suitable candidate an interview will be arranged

Job Description/Person Specification

Cobalt is a complex & multi-faceted not for profit, community interest organisation established to nurture communities and to provide affordable, accessible, inclusive grassroots culture for all. We provide affordable artists' studios, co-working, meeting rooms, music, arts and education events. In addition, we have further studios and a hospitality offer in development over the next year.

We are a very hands-on DIY organisation with a tiny team working across a wider range of jobs and taking a very broad approach to working in many ways, often learning skills as we go in order to deliver an ever evolving and very creative project.

With support form Youth Music we are able to create two opportunities to work alongside us, learn how we taught ourselves the small capacity, grassroots music industry from the ground upwards and create and deliver your own events at Cobalt.

Helping to run and plan events you will work alongside programme curator and director Kate to learn at firsthand how we;

- Select musicians to perform
- Curate a diverse program
- Create artwork & events graphics
- Promote each event from beginning to end
- Advance each event
- Host the artists
- Deliver the event.
- Collect & interpret important data

The music industry is still not balanced in terms of gender, and this will be a focus within your internship. You will be paid to research the following.

- Current gender statistics & issues across the industry
- Suggestions to create a database of potential performers for our database
- Creating connections with performers who we might want to perform here
- How we can ensure more woman, those identifying as and nb/other marginalised genders can be encouraged to take part in more of our events

Additionally, you will undertake the following.

- You will support the L.A.D's (ladies and decks events) events & make suggestion to develop the event and the reach of participants
- You will invent ways to let more people know about LADS
- You will work on curating your own event or small series of events that addresses the lack of gender balance in whichever way you interpret.

There is scope for additional hours workign events in the venue as bar/box office staff if you need to earn more

You will emerge from this opportunity with

Key Responsibilities & Key Skills Required.

- To understand & contribute to the ethos of Cobalt & make a series commitment to the organisation and to this opportunity.
- To strive for great quality at all times
- To uphold our safe space and inclusion polices to make sure that Cobalt is a welcoming and safe space at ALL times.

You will be able to demonstrate the following.

- A desire to learn
- Evidence of commitment to culture.
- A passion for music
- Evidence of organisational skills.

- Evidence of strong work ethic.
- Punctuality & patience
- Basic IT administration skills, word, excel, outlook etc
- Can effectively manage own workload prioritizing tasks
- Self-awareness, authenticity, and openness.

Person Specification/Key Characteristics

You will be reliable**,** self-motivated, hardworking and pay attention to detail with a deep understanding of and commitment to our ethos and values. You will be able to be self-sufficient and happy to strike a balance between collaborative working and self-led work. You must be open to and motivated to learn

Other required characteristics include resourcefulness, flexibility, collaborative, creative thinking and care in all aspects of work and the ability to cope under pressure, in a calm and efficient manner. An understanding of the degree of chaos we often operate within and determined by the nature of the project would be really helpful, this is not a calm, well-resourced environment, it is often chaotic and stressful but it is also variable and often exciting and fulfilling and we are a strong community.

General

- Engaging in appropriate behaviour at all times, to represent the business in a positive light, upholding company ethos and values at all times including quality service, quality product, and creating a convivial, friendly, kind, warm place to work and visit and care for the planet.
- To support, develop and uphold the companies policy for zero waste
- To support, uphold and develop the companies policy for diversity and inclusion
- To make a positive contribution to a collaborative team, working well together with the wider Cobalt team as well as Ernest/Ernie and with the business owners

Legal responsibilities and policies:

- To adhere to the Company's Employment Policies and Procedures, including the Company's Health & Safety Policy and any other policy that may be in force from time to time.
- To buy in to the Company's ethos and understand the broader interests of the Company's business.
- To undergo appropriate training as required by the Company.
- To understand, maintain and promulgate the workplace ethos at all times whilst undertaking your duties and responsibilities.

It is the intention that this Job Description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business may change, and the jobholder's obligations may vary and develop. This Job Description should therefore be seen as a guide and not as a permanent, definitive and exhaustive statement.
