Job Title:	**Cobalt Event Workers**	**Working Hours**	Evening and weekends 0 Hours casual contract
Location:	Cobalt Studios / 10-16 Boyd Street, Newcastle, NE2 1AP		
Co Manages	n/a	**Date:**	To start Sept 2023
Collaborates	The Whole Cobalt team , occasionally the Ernest/Ernie team	**Responsible To**	Event shift leaders, directors
Pay	Everybody starts on minimum wage; we elevate this where possible & for staff whom we make key holders or responsible for welfare during club nights.		

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 THE LGBTQ+IA COMMUNITY, PEOPLE OF THE GLOBAL MAJORITY, MARGINALISED GENDERS 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 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 different ways, often learning skills as we go in order to deliver an ever evolving and very creative project.

We are seeking casual event workers to join our team of diverse & characterful hard grafters. This will include bar work, running the box office, cleaning and assistance in the kitchen. The events will range from peaceful life drawing and music yoga sessions to hot, sweaty, noisy, hectic late nights. The variation is part of the appeal and the reward but this is a not a glamorous or easy job, we are a tiny team with high expectations for customer care and we work hard , we are only interested in employing really hard workers who understand the absolute effort and care behind great hospitality.

Key Responsibilities:

The job involves the following, but this is not an exhaustive list and may change & evolve over time.

- Forward facing event staffing
- Bar work
- Artists hospitality
- Box office
- Kitchen work
- Cleaning
- Upholding our safe space and inclusion polices to make sure that Cobalt is a welcoming and safe space at ALL times.

Person Specification:

Key Characteristics

You will have strong people skills, be self-motivated, hardworking, happy to serve and pay attention to detail. You will have a deep understanding of and commitment to our ethos and values. 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. Self-awareness, authenticity and openness and can demonstrate excellent interpersonal skills

Desirable Skills , for the right people we are happy to train from scratch however any of the following skills are useful and if applying you should let us know about them.

- Experience of the customer service industry,
- Evidence of organisational skills.
- Evidence of commitment to culture.
- Evidence of strong work ethic.
- Keyholder experience
- Coffee/cocktail making skills
- A demonstrable track record of working with diverse partners.
- Experience of managing staff teams
- First aid
- Mental health first aid or other welfare skills

- Drugs awareness training

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.
