

Creative Alliance Paid Internship – Job Specification

The Bureau Creative Alliance Internship

This is a new opportunity to join The Bureau Team through the Creative Alliance Paid Internship Programme.

The Bureau Centre for the Arts are looking for an individual to join our team as part of The Creative Alliance Internship Programme. We are a small organisation operating on a DIY ethic- we all do a bit of everything so this is an ideal opportunity to learn a variety of roles in a creative organisation.

We are now in our new home, and at an exciting point in our development where we are looking to reshape the organisation to carry us forwards for the next ten years, based on learning from the past ten. We are looking for someone with passion for creating positive change and exploring alternative ways of working, with energy and drive to make things happen. All things are possible- join us to be part of writing the next chapter of our story!

The role will see you:

- Work with the team to Innovate and co-create a compelling evening and weekend programme, blending food, drink, arts events, and music to significantly enhance our night-time and weekend offer, drawing diverse audiences to our events and activities.
- Champion community engagement by working collaboratively with our team to develop and deliver monthly World Food evenings that celebrate diverse cultures and develop local connections, building and celebrating our community.
- Cultivate a vibrant community atmosphere by collaborating with the team to establish and expand a programme of creative cafe socials such as knit and natter, sewing socials, create and chat, breastfeeding groups, and spoken word events transforming our cafe space into a hub for informal, community-led creative meet-ups.
- Help the development of our vegetarian/vegan cafe offer, evolving the menu from a 'cake and coffee' foundation to a robust and creatively inspired regular lunch service.

- Become a knowledgeable ambassador for The Bureau's ambitious programme, proactively engaging diverse audiences and effectively promoting all opportunities, activities, and events to maximise participation.
- With comprehensive support and training, you'll learn and gradually take ownership of key operational duties including building management and front-of-house, ensuring the Health & Safety, Fire Safety, and Food Hygiene standards as you grow in skills and confidence.
- Develop a comprehensive understanding of the organisation's structure and processes allowing you to direct enquiries from customers, artists and other creative practitioners to the correct team member or platform.

The Bureau is an Independent Grassroots artist led organisation that ethically partners with artists, communities, local authorities, and other bodies in Lancashire, nationally, and internationally. We have no core funding and are led by a core of 5 directors and a changing team of freelancers working together to create positive change in the town, based in The Bureau's home on Exchange St.

Our vision is to be a catalyst for positive change through creativity, community and connection from the grassroots up.

Our mission is to create a safe space for arts and culture in Blackburn which provides accessible opportunities for artists, participants and audiences and supports a vibrant and diverse creative community.

You will work within a small team, supporting all aspects of the organisation's operations, including event management, online marketing, data management, project coordination and associated administration.

As this is an internship, you will receive training and guidance from the team and experience in the varied roles in our organisation. There may be additional external training opportunities outside the organisation.

You will be part of a cohort of interns across several arts and culture organisations in Blackburn with Darwen through the Creative Alliance, which aims to support the next generation of arts leaders in the borough.

Important information for applicants:

Due to the funding associated with the Creative Alliance internship programme, applicants must either work, live or have studied in Blackburn with Darwen - former students of a Blackburn with Darwen-based education institution or residents in or very close to the Blackburn with Darwen Unitary Authority. There are no age restrictions and no formal education requirements.

The successful applicant will be initially contracted to the post for 1 year.

To read more about the Creative Alliance, see the 'About' section at the bottom of the page.

About the role:

Opportunity: Paid Internship

Employer: The Bureau

Hours: Approximately 21-24 hrs per week (to be arranged)

Salary: £15 per hour freelance fee (Living Wage Foundation)

Contract: 1-year fixed-term contract (freelance)

References: All offers of employment are subject to receipt of two references.

Pension and National Insurance : Freelance practitioners are responsible for your own tax and pension contributions

Location: The Bureau Centre for the Arts, 5 Exchange St, Blackburn.

Application Deadline: Sunday 15th June- Midnight

Interviews: 25th- 28th June

Start Date: Early July depending on notice and availability

Application Process:

1. Covering letter detailing why you are interested in this role with The Bureau Centre for the Arts and what you'd like to achieve (be concise - no more than two sides of A4)
2. A copy of your CV
3. References: Two educational / professional references required

If you'd prefer to submit your cover letter in an alternative format, we're happy to receive it as a video, blog, audio recording, or any format that works for you! We encourage creativity, so feel free to get creative with your approach too!

About you

You will

- Contribute your own ideas and suggestions. At The Bureau, we foster an open idea-sharing culture where everyone's views are valued.
- Communicate with confidence, warmth, and be an engaging presence when interacting with others
- Share our commitment to being an ethical and environmentally responsible organisation
- Bring a collaborative mindset and passion for contributing to an organisation that creates positive social impact through community engagement and the arts
- Embrace all opportunities to learn throughout the internship. With support from the team, you will shape your role to its full potential
- Value community engagement, good, wholesome vegetarian & vegan fresh food and healthy eating, ethical choices, collaborative team working and access to the arts for all.

Requirements:

Alongside the requirements listed above, you must:

- Have or be keen to develop your hospitality and interpersonal skills that create a welcoming environment for all
- Have a genuine passion for how food can connect communities and enable access to the arts in a non threatening way, and a keen interest in preparing simple and nutritious meals
- Have basic social media proficiency to help promote activities and engage with the community online,
- Be familiar with or keen to learn and use Google Workspace including spreadsheets and other productivity tools
- Be confident to be on-site before and after opening hours to help with building set up/ clear up for events, food preparation, cleaning etc as well as during our regular service times
- Be prepared to attend and input to team meetings
- Have or be willing to undertake training to gain a Food Hygiene Certificate, First Aid, Safeguarding, Fire Safety Awareness and any other training relevant to the business (this can be achieved through the training element of the internship)
- Be able to work a minimum of 3 days a week Our current opening hours are: Thursdays, Fridays, Saturdays 10.30am-3pm, Thursday evenings 5-8pm. Elements of our programme require flexible opening times. Core hours to be agreed and are flexible.
- Be open to working on a freelance contract which offers flexibility in scheduling your work days in agreement with the team and in line with our delivery needs
- The candidate will be responsible for reporting their income through a self-assessment and paying any National Insurance and tax, however as part of the internship the candidate will receive advice and support on setting up their financial reporting if required

What we can offer:

- The opportunity to co- create a role within our organisation that works for you, us and the organisation in order for all of us to grow and develop together.
- Training and development during your time in the role in specific role based skills as well as wider cultural skills.
- This internship offers a unique opportunity to gain diverse experience by working flexibly with key creative partners in the borough, including Blackburn Festival of Light, Prism Contemporary, Uncultured Creatives, The Making Rooms, Super Slow Way, and British Textile Biennial. You'll gain a valuable, first hand understanding of Blackburn with Darwen's dynamic creative economy and contribute to exciting projects across these organisations, especially during peak periods.
- Support after your internship concludes through our Creative Alliance Alumni programme.

About The Bureau

The Bureau Centre for the Arts CIC (not for profit) was set up on 10th March 2015 as an independent, grassroots, artist led, community Arts Centre to be a creative home and hub for the people of Blackburn.

For 10 years we have provided a space for arts activities, exhibitions, performances, music, cultural events and community participation. We have regular weekly activities, plus exciting one off events that create a full programme of accessible arts experiences and opportunities for all to enjoy.

We will offer a broad range of opportunities for people to engage in arts and culture, which is innovative, relevant to contemporary issues and to our surrounding communities.

We will support the existing creative community, welcome new collaborators and support people to reach their full potential .

- We are a place for people from the different & diverse communities of Blackburn (particularly those who historically face barriers to participation) to experience, share and create art and culture.
- The team are passionate about affecting change within the borough in terms of the arts available to people, people's perceptions of what the arts are for, and the benefits gained by their engagement.
- We are experienced socially engaged artists, educators and producers who work alongside other freelance artists and facilitators and an active team of local volunteers and work experience students.
- We hold exhibitions of local and emerging artists' work, and host theatre, poetry and music performances.
- We have studio, workshop and meeting spaces to hire.
- We are a place to meet, a place to connect, a place to learn, a place to experiment, a place to perform, a place to shine, a place to exhibit, a place to make a difference!

About the Creative Alliance

The Creative Alliance is a post-education programme for early-cultural-industry careers, comprised of The Making Rooms, Super Slow Way, British Textile Biennial, Unculture Creatives, and National Festival of Making, Culturapedia and The Bureau Centre for the Arts – supported by Blackburn with Darwen Borough Council, Arts Council England.