



We are looking for a Creative Bubble Assistant!

Creative Bubble is an empty shop in Cradock Street Swansea. UWTSD students can hire it out for free to try out some of their project ideas. To date we have had pop-up shops (often with students selling their own handmade products/art to the public), art exhibitions, multi-media installations, networking groups, performances, pamper evenings, fundraisers, workshops and film premieres. In addition to the activity taking place in the shop, we also run projects in Swansea City Centre such as the popular Creative Bubble Busking Stage where students entertain shoppers in the Summer months.

We also organise events for students such as the popular Pizza with a Pro sessions where entrepreneurs and business owners talk to students about their own career experiences. Often these sessions lead to internships and paid work for the students.

It's a busy project and we are looking for a student to help us out.

Responsibilities:

- Working closely with the Creative Bubble team
- Being a key holder for the shop
- Helping to coordinate student activity in the shop (running through procedures/rules with the students)
- Looking after the shop and ensuring the space is well maintained - reporting faults and problems
- Helping to promote events in the shop to other students – especially Pizza with a Pro
- Helping to manage the events in the shop and ensuring they run smoothly
- Create your own events in the shop (if interested)

If you are reliable, confident, friendly, independent and creative – we want you! In return you'll get a CV boosting experience, meet some new people and you'll be paid £7.50 an hour. Hours are flexible around your studies. Please note that some hours will be in the evening (especially if there are events taking place). Initially it will be 5 hours a week (but this may increase over time).

How to apply

If you are interested in applying, please send your CV and an email outlining why you are interested in the role to amanda.hughes@uwtsd.ac.uk by 8th November.

The role will commence mid November and run until July 2018.