



The COG Café at Creative Workspace



Brave Bold Drama Community Interest Company is seeking
employees for the
The Cog Café at their community arts centre Creative Workspace



www.bravebolddrama.co.uk

www.creativeworkspacebristol.co.uk

Opening hours: 10am-4pm Tuesday to Saturday

(working day 9.30am-4.30pm)

Start Date: 13th April 2019

Deadline to apply: 29th March 2019 at 5pm

Rate of pay: £9 per hour paid monthly (end of month) via PAYE

Shifts will be allocated across several employees depending on availability up to maximum of 11 days per month per employee

For more information please contact Gill Simmons, Artistic Director on

bravebolddrama@gmail.com or call 0117 964 6799.

Creative Workspace is a community arts centre based in Withywood, South Bristol run by Brave Bold Drama Community Interest Company. We offer affordable rehearsal and workshop space suitable for makers of theatre, dance, music and visual art, and also host community arts events for all ages of the community. The aim of Creative Workspace is to improve access to the arts and creative experiences for all members of the community.

Creative Workspace offers a diverse range of family-friendly creative activities ranging from pre-school craft sessions, Arts Award programme for young people and activities for older members of the community. Creative Workspace has become well known in South Bristol for its exciting school holiday programmes which offer local families the opportunity to engage with professional artists across a range of disciplines in an accessible and affordable way.

Brave Bold Drama is comprised of three active directors who live locally and are committed to providing creative opportunities within one of the most culturally and economically deprived wards of the city.

Creative Workspace has the following range of facilities available for its users:

- Main Studio: 19m x 13m
- Small Meeting Room: 3m x 3m
- Fully accessible washroom facilities
- An outdoor space which is due for redevelopment during 2019, providing additional opportunities to users

Creative Workspace has been operating a café since May 2017, which is called **The Cog Café**, which currently opens only to support family arts events in the school holidays. We are seeking employees in order that **The Cog Café** can be open regularly every week from Tuesday to Saturday from 10am-4pm.

Our Users

Creative Workspace has a unique offer within Withywood and South Bristol more widely. With an ethos firmly embedded in offering creative opportunities, Creative Workspace has established itself as an accessible and affordable family venue as well as a space available for rehearsal and for training events.

Since its opening in May 2017 Creative Workspace has established strong links with a wide range of local community services including schools, police beat teams and other organisations and charities based in South Bristol. During term time, once the café is open regularly, we will offer a regular programme of activities for pre-school families and have funding in place to develop a visual arts programme for older local people, thereby further extending our reach and boosting footfall to the café.

Our Offer

Since January 2019 the directors have established an arrangement with Fareshare (<https://fareshare.org.uk/>) to stock **The Cog Café** on a pop-up basis and this has proven very successful. The arrangement can be upgraded so the café can be re-stocked weekly once the café is open regularly. Fareshare re-directs surplus, in date, good quality food to community ventures including **The Cog Café**.

Stocking the café largely from Fareshare stock means menus need to have some element of flexibility as the order varies slightly week to week, so employees will need to be skilled in using ingredients creatively. Using Fareshare stock means that prices for food can remain affordable, which is essential if **The Cog Café** is to be in keeping with the ethos of **Creative Workspace** as a whole, which is to ensure there are no financial barriers preventing our immediate community from accessing the services available.

The directors are also in dialogue with **Bristol City Council** to join a well-established work experience scheme for adults with a learning disability by offering work experience placements at **The Cog Café**. The time frame on this is to be confirmed. The council provide all training and support required in order for these work experience schemes to be delivered successfully.

The directors need the employees to be confident in running the social media accounts assigned to **The Cog Café** (Facebook, twitter, Instagram) to promote **The Cog Café** offer. The directors will provide training on this.

Café area and opening times

The building is fully accessible with the café situated in the main entrance area. The seating area, which accommodates 35, is at the heart of building, welcoming visitors whether they are due to attend a workshop, view a performance or simply relax with a coffee with friends. The ambience is cosy, quirky, independent and creative.

The café core opening hours will be Tuesday-Saturday 10am- 4pm. The directors may from time to time discuss with employees the possibility of opening outside of these hours (e.g. supper clubs, catering for birthday parties, early evening events) but this will be negotiated on a case-by-case basis and will not be obligatory.

What we are looking for:

Essential Skills

- Basic catering experience with an ability to make good quality, well produced, simple vegetarian food, cakes and a range of hot and cold beverages.
- A commitment to work with the directors to create a welcoming and attractive space which enhances the current offer at Creative Workspace and attracts more local visitors
- A commitment to work in partnership with the directors to explore joint opportunities to promote creative opportunities for local people, adopting a collaborative approach which serves the mutual benefit of both the café and Creative Workspace and meets the needs of local people
- A demonstrable passion for community work

Desirable Skills

- Barista trained (training can be provided)
- Experience in using social media for commercial rather than personal use (training can be provided)
- Previous experience working in community cafés
- An understanding of the local area
- A level 2 food hygiene certificate (training can be provided)

How to apply:

CV and covering letter outlining your suitability for this role.

Applications to be emailed to:

Gill Simmons, Artistic Director bravebolddrama@gmail.com

Deadline to apply: 29th March 2019 at 5pm