

## ADMIN INTERN



**Job title:** Admin Intern

**Department:** Administration

**Reports to:** Office Manager & Festival Coordinators

**Job purpose:** To provide administration support to the management team during the preparation of the festival and to act as a face of the festival for visitors visiting and contacting the office over the weekend of the festival.

### Responsibilities:

- Using Google Docs, MS Office to create documents, keep track of site personnel, prepare production documents, develop editorial for printed and digital output, detail research findings, log procedures. [No systems experience required]
- Using Gmail to check the various Nozstock email accounts.
- Support the Office Manager in developing streamlined systems that will work during pre-production and throughout the festival.
- Support programmers in the vetting of demo and arts submissions and help with selections.
- Presenting a helpful, approachable face to all public, volunteers, contractors, artists, and anyone else you meet in your duties, and remaining a point of contact for management.
- You may be required to carry out other duties, as are within your capabilities and level of responsibility, in order to meet the needs of the festival.
- The role will require approximately 3-4 hours work per week until April/May when the workload may increase. During the week of the festival, the volunteer will be required to be available and onsite from Monday 17 - Monday 24 July, though the work will be divided into shifts.
- You will be able to work remotely during pre-production as long as you have internet access and your own computer. You will be invited to occasional meetings in Herefordshire and the festival is based in Herefordshire.

### Nozstock will:

- Be flexible about your working arrangements in the understanding that you are providing your time for free and to gain experience and may have other work or study commitments.
- Work with you to offer you a challenging, useful experience that helps develop skills you are seeking.
- Cover travel and other reasonable expenses incurred as part of your role with the festival. These must be agreed before expense requests are submitted.
- Write you a glowing reference in the event that your work is of a high quality.
- Offer you a collective of talented, exciting people with which to make friends and contacts.