

IT ASSISTANT



Job title: IT Support Assistant
Department: IT + Electrics
Reports to: IT Manager and Site Manager

Job purpose: To provide support with festival electronics and IT equipment set up, running and break down. To ensure equipment is safe, correctly set up and ready for use.

Responsibilities:

- To work closely with IT manager throughout the pre-festival months to assist in planning.
- To work closely with IT manager in implementing equipment plans including setting up networks, computers, printers, supporting with AV devices and all other electronic devices.
- To check appliances ensuring they are pat tested and fit for purpose and ensure power distribution is correct with electricians.
- To respond to calls for IT support and to problem solve breakdowns.
- You will be efficient with your time, able to prioritise effectively and to come up with creative solutions to difficult problems.
- Flexibility is key, you need to be adaptable and able to work in any weather or high / tight spaces whilst staying safety focused.
- Working on site over the weekend, you will assist the IT manager and be calm and collected in the face of high pressure. You will work to strict time constraints, liaising with all the crew, ensuring everything is running smoothly.
- 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.
- During the week of the festival, you should ideally be available and onsite from Monday 17 - Monday 24 July 2017, though the work will be divided into shifts. However, you should be ready to work hard, long hours. It's worth it though, honest.
- You may be invited to occasional planning meetings in Herefordshire and the festival is based just outside Bromyard, Herefordshire for dates 21-23 July 2017.

Desirable:

- A great degree of patience, a friendly attitude and a willingness to be part of the crew.
- Needs to be fairly conversant with computers, both software and hardware.
- A basic electronics understanding would be ideal.
- Some creative interest and investment in putting on a really good event and enjoying the spoils of your efforts.

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.
- 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.