

STALLS COORDINATOR



Job title: Stalls Coordinator

Department: Administration

Reports to: Festival Coordinators & Site Manager

Job purpose: To provide administration and active on-site support to the Festival Coordinators and Site Manager during the preparation of the festival and to act as a point of contact for traders and workshops on arrival and throughout the festival.

Responsibilities:

- Working closely with the festival coordinators and site manager to research and find suitable stalls for the festival, deal with incoming applications and correspondence and be a first point of contact for traders and workshops.
- Supporting preceding the festival to distribute access documents and information to stallholders; maintaining the database and issuing wristbands.
- Ensuring all traders have the appropriate licences and certificates prior to coming on site.
- Working on site over the weekend, assisting in the load in of all traders, meeting and greeting all traders, giving health and safety tours of the site. Overseeing set up in strict time constraints. Liaising with on site construction team, electricians, site manager and stewards throughout the festival, ensuring everything is running smoothly and stalls are arriving and set up on time.
- Being 'on hand' over the festival to deal with queries as they arise, reporting urgent matters to one of the managers and using your on site knowledge to solve problems. Prioritising is your strong point and remaining helpful and friendly is crucial.
- Checking stalls and site throughout the festival.
- Meeting with all traders at the end of the festival to inspect pitches, take payments or refund deposits, gain feedback and make arrangements for load out and assist in this process.
- Debriefing with managers and submitting a report of feedback to festival coordinators.
- 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 May/June 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 the pre-production period, 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.