

VOLUNTEER PRODUCTION ASSISTANT



Job title: Production Assistant

Department: Administration

Reports to: Festival Coordinators

Job purpose: To provide active on site support to the Production Manager and management team during the preparation of the festival and aid in the smooth running of the event.

Responsibilities:

- Working closely with the Production Manager fulfilling the license and health and safety requirements including noise regulation, traffic control, crowd control and maintenance of environmental standards.
- Learning the layout of the site to help guide the license and emergency authorities around during their visits.
- Assist with the site preparation – including legal signage, emergency equipment, PPE.
- You will be efficient with your time, able to prioritise effectively and use your on-site knowledge to solve problems.
- Working on site over the weekend, supporting the Production Manager, liaising with on-site construction team, electricians, Site Manager and stewards throughout the festival ensuring everything is running smoothly.
- Your negotiating skills should be tip top and you should be considered the diplomat among your friends.
- Flexibility is key and you need to be adaptable and keen.
- Being 'on hand' over the festival to deal with monitoring of the site, reporting urgent matters to the Production Manager and using your on-site knowledge to solve problems.
- Working on site over the weekend, you will assist the Nozstock crew and be calm and collected in the face of high pressure. You will work to strict time constraints, liaising with all the crew, particularly management, ensuring everything is running smoothly and communication is widespread.
- 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 right candidate will be involved in pre-event projects, administration and planning. Applicants, must be available and onsite from Sunday 16th July 2017. You should be ready to work hard long hours. It's worth it though, honest and the work will be divided into shifts.
- You will be able to work remotely 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 just outside Bromyard, Herefordshire for dates 21-23rd July 2017

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.