

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 and 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 and handling public phone calls
- Support the Office Manager in developing streamlined systems.
- Support programmers in the vetting of demo and arts submissions and help with selections.
- Assisting stage managers with accreditation, correspondence and contracting
- Creating and collating requirements lists for managers and sourcing goods
- Supporting marketing team by updating website and social media, handling social media messages, drafting blogs, copywriting and drafting newsletters.
- Creating basic graphics for online use
- 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, 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 at the festival site.

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.