

## COMEDY ASSISTANT

**Job title:** Comedy Assistant

**Reports to:** Comedy Manager

**Location:** Nozstock The Hidden Valley, Herefordshire HR7 4LS

**Nozstock:** Nozstock The Hidden Valley is a 7000-capacity music and arts festival based on a family farm in Herefordshire. The three-day, 10-stage festival is intimate and eclectic, hosting talents such as Andy C, Sister Sledge, Chase & Status, Grandmaster Flash, Goldfrapp, Reginald D Hunter, Russell Howard, Seasick Steve and Jurassic 5. Run largely by volunteers, the festival has a strong community of artists, promoters and practitioners that deliver an event with high production values and that engages audiences across a wide spectrum, and multiple generations.

**Job purpose:** To assist the comedy manager in the production of two days of comedy shows over the festival weekend, being a key point of contact for artists and practitioners and to help manage the smooth and timely running of the stage during the event.

### Responsibilities:

- Meeting and greeting and providing hospitality to artists including meals, drinks, etc
- Providing any welcome briefing or health and safety information to performers.
- Overseeing set up in strict time constraints. Getting artists on and off stage on time,
- Liaising with on-site construction team, electricians, site manager and stewards where relevant throughout the festival, ensuring everything is running smoothly and communication is widespread.
- Overseeing storage facilities for artists and ensuring their security and safety.
- Being 'on hand' over the festival to deal with queries as they arise, reporting urgent matters to the Area Managers and using your on-site knowledge to solve problems. Prioritising is your strong point and remaining helpful and friendly is crucial. You should have a personable manner and be able to negotiate.
- 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 volunteer will be required to be available and onsite from Friday 21st– Monday 23rd July.

### Nozstock will:

- Be flexible about your working arrangements in the understanding that you are providing your time for free 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, supporting with appropriate training and development opportunities.
- Provide support throughout your role and opportunities to volunteer in other areas of Nozstock, if you so wish, to gain further experience.
- Cover travel and other expenses incurred as part of your role with the festival. These must be agreed before expense requests are submitted.
- Offer meals during your time on the festival site.
- 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