

## TECHNICAL PRODUCTION ASSISTANT



**Job title:** Technical Production Assistant

**Department:** Production

**Reports to:** Production/Venue Managers & 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 Venue Managers fulfilling the licence and health and safety requirements to ensure the technical aspects of the venue are fit for purpose.
- Assist with the site preparation – including all aspects of venue setup, technical rehearsals and sound & lighting checks, production through the weekend and breakdown. Some previous experience in a theatrical or musical event setting required.
- Supporting the Venue Managers in the execution of their vision for assigned venue.
- Working on site over the weekend, supporting the Venue Manager, liaising with on-site construction team, electricians, Site Manager and stewards throughout the festival, 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.
- The role may require a couple of weekend's preparatory work or participation in a production meeting. During the week of the festival, the volunteer will be required to be available and onsite from Tuesday 26<sup>th</sup> or Wednesday 27<sup>th</sup> July – Monday 1<sup>st</sup> August, though the work will be divided into shifts.
- You will be invited to occasional meetings in Herefordshire and the festival is based in Herefordshire for dates 29-31<sup>st</sup> July 2011.

**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.