

INFORMATION OFFICER & ADMINISTRATIVE INTERN



Job title: Information Officer & Administrative 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 first point of contact for clients contacting the office over the weekend of the festival.

Responsibilities:

- Using MS Word, Excel and Gmail to create documents, keep track of site personnel and other data and check the various Nozstock email accounts.
- Using Google Docs to help develop editorial for website content [no systems experience required]
- Support music management in the vetting of demo submissions and help with selections.
- Support the Office Manager in developing streamlined systems that will work during the week before and throughout the festival.
- Presenting a helpful, approachable face to the festival for all public, volunteers, contractors, artists, etc. 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 23rd – Monday 30th July, though 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 in Herefordshire for dates 27th – 29th July 2012.

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.