

## WALKABOUT PERFORMANCE ASSISTANT



**Job title:** Walkabout Performance Assistant

**Department:** Programming & Administration

**Reports to:** Walkabout Manager & Festival Coordinators

**Job purpose:** To provide research, administration and active on site support to the Walkabout Manager during the preparation of the festival and to act as a point of contact for artists and workshops on arrival to and throughout the festival.

### Responsibilities:

- Working closely with the Walkabout Manager to research and find suitable acts for the festival, deal with incoming applications and correspondence and be a first point of contact for traders and workshops.
- Supporting the Walkabout Manager preceding the festival to distribute access documents and information to artists; maintaining the database and issuing wristbands.
- Ensuring all performers have the appropriate licences and certificates prior to coming on site.
- Working on site over the weekend, meeting and greeting and providing hospitality to artists, including provision of health and safety information. Overseeing set up in strict time constraints. 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 Walkabout Manager and using your on site knowledge to solve problems. Prioritising is your strong point and remaining helpful and friendly is crucial.
- Checking on artists throughout the festival.
- Meeting with artists at the end of the festival to gain feedback and make arrangements for load out and assist in this process.
- 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 May/June when the workload may increase. During the week of the festival, the volunteer will be required to be available and onsite from Monday 23<sup>rd</sup> – Monday 30<sup>th</sup> 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 27<sup>th</sup> – 29<sup>th</sup> 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.