

Artist Liaison Placements: Summer 2014

Festival Republic and the National Skills Academy for Creative & Cultural will be providing a total of six work experience placements for 18+ students in the Artist Liaison Teams of major festivals this summer. This year's festivals are;

Latitude – 17 - 19 July
Reading – 22 - 24 August
Leeds – 22 - 24 August

There are two placements available at each festival.

The Role: The Artist Liaison Team are the backstage support team.

The team are responsible for making sure that the Artist and their Touring Production have an enjoyable experience backstage and that all their hospitality requirements are met to the best of our ability, as advanced with their production.

On show days, they look after the artist and their production from the moment they arrive on site until they leave the show. They are responsible for allocating dressing rooms and artist riders, as well as co-ordinating their catering requirements. They also provide a team of runners who transport artists around site when required. The Artist Liaisons and Support team are the first point of contact for the artist and touring Personnel and will advise on any queries the artists may have throughout the day.

Each placement will include experience in the following areas:

- working in the site office on administrative tasks
- working with the Store Manager getting riders ready
- working backstage on a designated stage assisting our Artist Liaisons

Person Specification

Essential skills and qualities

Enthusiasm for and interest in working in live events

- **IT skills:** basic Office Word and Excel skills
- **Attention to Detail:** As artist liaisons look after all of the dressing rooms, artist riders and artist catering requirements for these shows, attention to detail is very important.
- **Trustworthy and reliable:** Information shared in our office (especially regarding artists) is confidential and must under no circumstances end up in the public domain
- **Customer service skills:** The artist liaison team is the first point of contact on site for most Tour Managers and it is important that it is a pleasant one.

Travel

Travel to and from the site will need to be arranged by the volunteer.

Accommodation

The volunteer will need to bring their own tent and anything they need to stay at the festival.

Food

Food will be provided on site.

Pay

These will be unpaid voluntary roles, with the intention of giving students experience of the working environment.

To apply please send the following to programmes@ccskills.org.uk by Friday 20 June at 4pm, with the below information:

-a cover letter telling us why you would be suitable for this opportunity, bearing in mind the points in the person specification above

-a reference from a tutor, which should cover the points in the person specification

- Confirmation of which Festival you are applying for, and that you are available for all of the festival's dates.

END