



Production Office Runner (festival weekend role)

Hours: 8 hrs shift per day

Location: On-site (North Yorkshire)

Dates: Fri 25th July – Sunday 27th July

Payment terms: 3 days employment @ £98 day rate (before tax) based on 8hr shift

Notes: Must be able to drive a buggy

Working from the Production office for the Production Manager on shift at the time, duties can include but not limited to:

- Take messages, equipment to staff in other areas of the site using golf buggy
- Driver preferred, 18+.
- Transport artists/performers off site as required
- Get supplies from off site as required
- Help with dressing rooms if required
- Help with the Vendor re-stock on Sat & Sun mornings if required
- Manage the junior runners
- Provide support for Production Manager and Event Control
- Take messages, equipment, food to staff in other areas of the site by foot
- Clean & check artist toilets – 7am, noon, 6pm (minimum)
- Tidy Production office & Event Control office
- Empty bins and litter pick backstage
- Get hot drinks for staff in Production, Event Control, Artist Liaison, Accreditation
- Man, the radio sign in / out in Production office if cover required.
- Help Artist Liaison Manager service the dressing rooms, if required
- Carry out any 'running' duties as required by the Welfare & Information ten
- Make sure you know where the cleaning equipment is kept.
- Introduce yourself to Deer Shed staff in Production so you know who everyone is before the festival starts.
- Make sure you arrive on site slightly before your shift starts and get on with jobs as soon as you arrive.
- Expect to work long hours, with breaks, to ensure that the stage is suitably always staffed. The Stage Manager will allocate shifts. Oversee silent disco and distribution / collection of headphones.

General Points

- Make sure you know where the cleaning equipment is kept.
- Introduce yourself to Deer Shed staff in Production so you know who everyone is before the festival starts.
- Make sure you arrive on site slightly before your shift starts and get on with jobs as soon as you arrive. Don't wait for someone to tell you what to do.

- There is always something useful you can do. Ask for a job if you don't have one.

Other details to note for festival weekend role:

- Arrival onsite is Thursday 24th July (evening) for inductions and meeting the team
- Accommodation: Crew camping onsite, with showers (please bring a tent)
- 1 hot meal provided per day
- Onsite parking or Thirsk train station is 10mins away