



Job Description – Staff Enrolment Assistant

Company: Festival Republic

Department: Staff Enrolment Department

Start Date: Monday 10th September 2023

End Date: Sunday 17th September 2023

Working hours: 12 hour shifts per day between 07:00 – 21:00

Rate: £130.80 per day

Role Description

Festival Republic Ltd is part of Live Nation Entertainment, which is the largest live entertainment company in the world. Live Nation Entertainment seeks to innovate and enhance the live entertainment experience for artists and fans: before, during and after the show.

This role is to support the Staff Enrolment Team to ensure that all staff members are correctly processed at the access level that they require. You will be expected to provide support to the team in any logistical, administrative, and communication task required.

You will be provided with lunch & dinner onsite.

Responsibilities:

- Conducting ID checks to ensure that the correct person is issued the correct passes, and meet the age requirements to enter site
- Being confident at using our digital systems to verify and issue the passes
- Ensure all staff members have completed the Health & Safety induction, and have been approved by their head of department
- Allocate wristbands, parking passes, laminates, and meal vouchers accordingly
- Assist with the count and reconciliation of the above
- Supporting the rest of the Production and Event Office throughout site as and when required
- Keeping the Enrolment cabin clean and tidy

Requirements

Skills, Knowledge, and Experience:

- This is an administration role so requires a high level of organisational ability
- Good all-round IT ability, this involves handling a database of information for the event
- Must be over the age of 18

Behaviours:

The following attributes determine how the role will be carried out and are required to be a success

- Extremely well organised
- Good team player with initiative to work individually
- Ability to take instruction from colleagues
- Personable and customer-facing
- Able to work in a pressured environment
- Positive work ethic, as this role may involve long hours

If you wish to apply for this position, please send a copy of your CV to leicesterevent@festivalrepublic.com by Monday 21st August 2023.