



Glastonbury Festival 2024 – Markets Assistant - Markets

Based At: Worthy Farm, Pilton, Somerset, BA4 4BY
Reports to: Markets Coordinator
Duration: Approx. 3 months Mid April – Early July
Hours: 40 hours per week (9am-5pm Mon-Fri) – additional hours and some weekends in June and early July
Payrate: £13.50ph

Duties:

This role will be based within the busy Glastonbury Festival offices at Worthy Farm, Pilton, Somerset, BA4 4BY. The standard Markets Office hours are 40 per week, but additional hours will be required in June and July particularly between Saturday 22nd June and Tuesday 2nd July. All work is paid for by the hour.

The successful candidate will assist with all aspects of administration and other tasks within the Markets office including;

- The overseeing of delivery requests and their related administration
- The checking and collating of trader pitch diagrams and liaising with the Site Facilities team
- The preparation of paperwork for onsite teams
- Providing general admin support to the various functions in the day to day running of the office

Requirements:

The role is heavily admin based, the ideal candidate must be proficient in Excel, Word and Microsoft Outlook, have good written and verbal communication skills, have great attention to detail and be able to manage and prioritise workflow. We are looking for someone who is confident yet discreet in communicating with others and has a 'can do' attitude. Previous experience in an administrative role would be beneficial, festival experience would be an added bonus.

Additional Info:

Applicants must understand this is not an 'easy ticket' to the Festival. There will be a requirement to work throughout the Festival period, and generally 'muck in' as required.

For further information and to apply, please email a copy of your CV and covering letter to hr@glastonburyfestivals.co.uk

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. If you require any reasonable adjustments as part of the recruitment process or when employed, then do let us know.

In order to work for Glastonbury Festival you must have the Right to Work in the UK. Individuals from outside the UK must be in possession of a work permit to allow them to take up employment. For more information please visit the Government's Working in the UK website. As most roles are for a short period, our ability to gain a UK work permit for potential employees from outside the UK is extremely limited.

Information submitted via this application is held by Glastonbury Festival Events Limited under the provision of the General Data Protection Regulation for a maximum of 24 months. We will process your information in accordance with our privacy policy and we will not pass your details on to any other organisation. For more information please visit <https://www.glastonburyfestivals.co.uk/privacy-policy/>