



Glastonbury Festival 2024 – Site Office Support

Based At: Worthy Farm, Pilton, Somerset, BA4 4BY
Reports to: Site Office Admin
Duration: 10th – 30th June 2024 inclusive
Rate: £12.50 per hour
Hours: 12/14 hrs a day during busy periods, including weekend work and work over the Festival weekend

Duties;

This role will be based within the busy offices for Glastonbury Festival. The role will require attendance at Worthy Farm, Pilton, Somerset, BA4 4BY, working up to 12/14 hours a day.

The successful candidate will assist with day to day duties as requested by the site office manager, site coordinators and site management team. You will provide admin and site support for the team members in the site office as well as supporting the site managers with marking out and directing contractors. We will need you to be on hand to distribute t-shirts, handbooks and collect meals from catering. You will assist the team in keeping the office in a clean and orderly manner.

PRIMARY DUTIES TO INCLUDE;

- General assistance of the whole team
- Lunch order collecting and sourcing
- Admin for the team, including excel
- Meal ticket allocation changes and collecting
- Marking out with the site office team
- Assist with setting up cabins and furniture team around site
- Stock taking for the office
- Driving duties
- Flag making and assisting the hatch (office reception)
- You will need to complete a few shifts on a Rota during the show period

OTHER DUTIES TO INCLUDE;

- Assisting other members of staff with other aspects of the pre-production.
- Working with other teams as necessary on site to support all pre-production work

Requirements;

Ability to drive, must be over 25 for our insurance. (This is a genuine occupational requirement in accordance to the equality act 2010)

- Understanding of Excel and word.
- Ability to work to a tight schedule and under time pressured restraints.
- Meticulous record keeping skills.

For further information and to apply, please email a copy of your CV and covering letter to

hr@glastonburyfestivals.co.uk