

Glastonbury Festival 2025 – Administrator – Markets Office (Traders Team)



Based at;	Worthy Farm, Pilton, Somerset, BA44BY
Reporting to;	Market Traders Co-ordinator
Duration;	January – July 2025 (FTC)
Applications;	Applications close at the end of November with interviews taking place in December
Hours;	Starting at 9am-5pm Monday – Friday, increasing to longer hours, (minimum 8am – 6pm) from Mid-May onwards with the potential for some evening and weekend work and with work throughout the Festival live show dates.
Pay rate;	£14/hr

Duties;

This role will be based within the busy offices for Glastonbury Festival. The main Markets Office is responsible for the food and drink at Glastonbury Festival, Glastonbury Extravaganza and Pilton Party. This involves the management and administration of a significant range of traders from application through to onsite delivery and includes food traders, non-food traders, wholesalers, bars and crew caterers.

The successful candidate will support the Market Traders Coordinator, including with the following tasks (amongst others);

- Updating of the Trader/Crew Caterer/Bar Operators online information pages
- Cross checking contract information specific to each trader including product ranges, tickets, vehicle passes, sound allocations etc
- Collation and checking of pitch diagrams & water diagrams
- Preparing for the accreditation of traders which includes the distribution of paperwork and supporting the onsite accreditation team during the event
- Responding to emails in a timely manner
- Preparing documentation for various production offices, both internal to markets and external to other stakeholders
- Collating relevant onsite delivery lists
- Liaison with other stakeholders/GFEL departments and teams including those integral to the Markets (Market Managers; Food Safety; Wholesale; Gas Checkers; Gates Teams etc)

Requirements;

- Strong administrative skills
- IT literate and proficient in MS Office skills, experience using mail merge and WordPress would be desirable
- Organised and reliable when working to deadlines, project management skills would be a bonus
- Great attention to detail, with strong written communication skills
- Confident in communicating with others
- Be able to proactively manage and prioritise workload, whilst working on a number of concurrent tasks, with a specific deadline
- Discretion when dealing with confidential information
- Whilst an in depth knowledge of the processes involved in the role is not necessary, a candidate with previous experience in project management, and/or delivery of Festivals/outdoor/weekend events would be desirable, as well as experience of working as part of a small team delivering results to an agreed standard

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. The role is based at our offices in Pilton, Somerset.

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.

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

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 12 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://cdn.glastonburyfestivals.co.uk/wp-content/uploads/2024/02/Recruitment-Privacy-Notice-Glastonbury-February-2024.pdf>