



## Glastonbury Festival 2025 – Technical Comms Admin Assistant

<b>Based at;</b>	Worthy Farm, Pilton, Somerset, BA44BY
<b>Reporting to;</b>	Technical Comms and IT Manager
<b>Duration;</b>	January – July 2025 (FTC) applications close 25th Nov.
<b>Hours;</b>	Full Time
<b>Pay rate;</b>	£14/hr

### Duties Include:

We are seeking a highly organized and detail-oriented Administrative Assistant to support the Technical Communications team at Glastonbury Festival. In this pivotal role, you'll play a key part in ensuring the smooth coordination and communication of our technical operations.

From managing schedules and documents to liaising with internal teams and external partners, you'll help ensure that the festival's technical aspects run seamlessly.

There is some flexibility for remote working between January-April (but with 3 days in the Festival offices expected), from April onwards the role will require full time presence on the Festival site to assist with delivery of the event.

### Key Responsibilities:

- **Accreditation Management:** Oversee the accreditation process for team members and external contractors, ensuring all credentials are properly issued and distributed.
- **Order Form Handling:** Format, prepare, and send technical order forms to areas. Collate and process completed orders, ensuring accurate splitting for 2CL and Spindles.
- **Mobile Network Operators:** Assistance with various aspects of the Mobile Network Operators contracts, including ensuring compliance and timely delivery of services.
- **Procurement Support:** Raise and track purchase orders and quotes for equipment, infrastructure, and services. Manage site order lists for both infrastructure and supplies.
- **Catering Lists:** Manage daily catering lists for on-site staff, coordinating with food service providers to ensure accurate headcounts and dietary needs.
- **Crew Management Support:** Assist with on-site crew logistics, including administering breathalyser tests for crew members to ensure safety compliance.
- **Weather and Alerts:** Monitor weather warnings and send out text alerts to relevant teams and stakeholders to ensure preparedness and response to changing conditions.

### Requirements;

- IT literate and proficient in MS Office skills.
- Organised and able to work to deadlines
- Attention to detail and strong written communication skills
- Be able to manage and prioritise workload
- Previous event/festival/ and technical comms experience would be desirable but is not an essential requirement
- Confident in communicating with others

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.

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](mailto: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>