**Glastonbury Festival 2025 – Sales Team Assistant**

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| **Based at:** | Worthy Farm, Pilton, Somerset, BA44BY |
| **Reports to:** | Head of Sales  |
| **Duration:** | Approx 4 months, April start date  |
| **Hours:** | A 40-hour week (10am-6pm Mon-Fri) is standard but during May and June additional hours will be required, up to 12/14 hours per day including some weekends. |
| **Pay Rate:** | £14 per hour |
| **Closing Date:**  | The closing date for applications is 28th February 2025 **Should we receive a high number of applicants, we may withdraw this advert early.**  |

**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, starting at 40 hours per week Mon-Fri 10am-6pm, increasing through April & May, up to 12/14 hrs a day, including some weekend work in May and throughout June.

The successful candidate will assist with administration and other tasks within the sales team, which may include amongst others;

-Responding to customer email enquiries

-Raising invoices

-Database entry & reconciliation

-Order Fulfilment

-Answering phone calls and dealing with walk ins

-Providing general admin support to the various functions in the day to day running of the office.

**Requirements;**

As the role will be varied, the ideal candidate will be able to manage and prioritise workflow, be confident yet discreet in communicating with others, and have the ability to resolve problems, with a ‘can do’ attitude. Experience in customer service would be helpful, as well as basic maths, good attention to detail, proficient written and verbal communication, with a knowledge of Excel, Word and Microsoft Outlook being preferable.

**Additional Info:**

Above is a general outline of the role, however, it is likely that the candidate would get involved in other aspects of the Festival organisation on an ad hoc basis in the Festival office, subject to agreement by their line manager. 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.

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