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

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| **Based at:** | Worthy Farm, Pilton, Somerset, BA44BY |
| **Reports to:** | Market Traders Coordinator |
| **Duration:** | 6th May 2025 – 4th July 2025 |
| **Hours:** | Due to the unique nature of festival work, the applicant must be prepared to work longer hours when required. Likely hours will be: 9am – 5pm with the potential for some longer hours in late May and late June.Working over the festival period is essential. |
| **Pay Rate:** | £14 per hour |
| **Closing Date:**  | The closing date for applications is 21st March 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 9am-5pm, increasing through May & June.

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.

This role is to support the Market Traders Coordinator in the successful delivery of the event. The following is a brief indication of the timeline of events and your job will be to provide assistance and support to the Market Traders Coordinator in each of these steps. Whilst in depth knowledge of these processes is not necessary, it would be an advantage to have some experience in project management and outdoor/weekend festivals/events.

The successful candidate will provide support and assist the Markets Traders Coordinator in the following:

* Preparing for the accreditation of traders and supporting the onsite accreditation team during the event
* Preparing of Markets Maps
* Preparing documentation for various production offices both internal to markets and external to other stakeholders
* 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.**

This job will suit a candidate with good administration skills. In particular, you must be able to demonstrate: -

* Great attention to detail
* Written and Oral communication skills
* Excellent working knowledge of Microsoft applications including Word and Excel
* The ability to work on a number of concurrent projects or tasks and to be able to prioritise and work to deadlines.
* Discretion when dealing with confidential information
* Reliability
* Commitment
* Proactivity

**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>