Glastonbury Festival 2027 **– Markets Administrator - Markets Office (Traders Team) 2027**

Based At:	Worthy Farm, Pilton, Somerset, BA4 4EE
Reports to:	Market Traders Coordinator
Duration:	Early January 2027 – 16th July 2027. Fixed Term Contract to support with the 2027 Festival
Hours:	Full time role based in-person at Worthy Farm Offices. Starting at 9-5 Monday to Friday, with hours increasing from May and then with evening and weekend work expected in June and early July and work throughout the Festival live dates.
Pay rate:	£15/hour

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. 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 fixed term to support the Market Traders Coordinator with the successful delivery of the 2027 event.

Main **duties** of the successful applicant:

Support and assisting the Markets Traders Coordinator, including with the following:

- 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
- 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

- Previous administration and/or project management experience
- Good attention to detail
- Effective communicator
- Good working knowledge of Microsoft – word, excel etc
- Ability to multi-task and manage and prioritise workload - working to strict deadlines
- Protect sensitive information and demonstrate discretion
- Deliver consistency as part of a small team who are responsible for delivering high standards
- A steadfast and proactive work ethic with a proven record of reliability and independent problem-solving
- Previous experience using MS Teams, Sharepoint, Mail Merge Pro, Wordpress is desirable but not essential
- Previous experience in a Festival or Events environment is desirable but not essential

Additional Info:
The role will involve weekend work over the Festival period. The role is based at our offices in Pilton.

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/privacy-policy/

For further information and to apply, please email a copy of your CV and covering letter to **hr@glastonburyfestivals.co.uk** **by 2nd November 2026**