

Wigtown Festival Company

Job Description: Event Assistant (Marketing and Administration)

Salary

- 1 Salary £2,400.

Tenure

- 2 This post is temporary, for 30 days from 29 August until 3 October 2022.

Relationships

- 3 The Event Assistant (Marketing and Administration) will work closely day-to-day with the Digital Communications Officer and will be responsible to the Operational Director.

Background to the Post

- 4 Founded in 1999 as part of a social regeneration project, Wigtown Book Festival is now one of the UK's best-established literary gatherings, featuring more than 200 sessions for all ages, and encompassing visual arts, music, theatre and food as well as book events. The festival draws writers and members of its audience from far and wide, while continuing to pay attention to the rich history and culture of Dumfries & Galloway. After Wigtown Festival Company became a charity in 2007, the festival has won two Thistle Awards for tourism, the Arts & Business Scotland Community Award and a Creative Places Award. Wigtown Festival Company is seeking temporary event staff to support the successful delivery of Wigtown Book Festival 2022.

Purpose of the Post

- 5 The primary role of the Event Assistant (Marketing and Administration) is to support the Digital Communications Officer to successfully market the Festival and the Volunteer Co-ordinator with effective and clear communication with the team of Festival volunteers. This post will require regular and effective communication with colleagues.

Duties of the Post

General Administration

- 6 Answering general queries by email, telephone and in person.

Marketing

- 7 Supporting the distribution of print marketing materials.
- 8 Preparing and circulating audience surveys.
- 9 Producing reminder emails for online events.
- 10 Preparing event holding slides for physical venues and online events.

Wigtown Book Festival

- 11 Supporting the successful delivery of the annual Wigtown Book Festival.

Volunteer Support

- 12 Support the Volunteer Coordinator to ensure effective and timely communication with Festival Volunteers in the lead up to and during the festival.

Liaison with WFC colleagues

- 13 Liaise regularly and communicate effectively with all colleagues to provide relevant information and administrative support as required to ensure the 2022 Wigtown Book Festival is a success.
- 14 Attend weekly team and programming meetings with WFC colleagues.

Health & Safety

- 15 Be mindful of health and safety issues for yourself and others at all times and report any issues to the Operational Director.

External Relations

- 16 Promote positively at all times the work of the Wigtown Festival Company both internally and to key stakeholders, sponsors, participants, audiences and other involved groups.

General

- 17 Undertake any reasonable additional tasks as may from time to time be required by the Operational Director, Artistic Director, Digital Communications Officer, or Volunteer Coordinator.

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> ● Formal record of additional qualifications gained. 	<ul style="list-style-type: none"> ● A minimum of 3 Highers (or equivalent), preferably including Administration and English.
Experience	<ul style="list-style-type: none"> ● Experience of general office procedures. ● Experience of prioritising and organising own workload. 	
Skills & Abilities	<ul style="list-style-type: none"> ● Good standard of numeracy and literacy. ● Tact and diplomacy in dealing with the public, volunteers and staff at all levels. ● Ability to maintain confidentiality. ● Ability to work closely with colleagues and partners and form professional working relationships. ● Attention to detail and accuracy. ● Demonstrate an ability to provide and record communications, electronically, orally and written. ● Good computer literacy and word processing skills. ● Proficient in Microsoft Office applications including Word, Excel and PowerPoint. 	<ul style="list-style-type: none"> ● Training in Publisher (Microsoft)
Personal Qualities	<ul style="list-style-type: none"> ● Articulate. ● Professional manner and appearance. ● Flexibility including working outside normal office hours from time to time. ● Highly motivated and enthusiastic approach to work. ● Excellent time management. ● Self-starter with ability work alone or as part of a team as required. ● Ability to work calmly under pressure. ● Ability to use own initiative. ● Ability to work well in a small team. 	