

JOB DESCRIPTION

Role: Executive Assistant

Reports to: Director

Location: Boomtown HQ, Bristol

COMPANY VISION

A living theatre that ignites imagination and inspires the emergence of a better world through respect, connection, creativity and celebration.

COMPANY DESCRIPTION

Boomtown Fair is an organisation that prides itself on its unrivalled artistic output, cutting edge style and cultural content. Founded in 2009, by founders and to this day active Directors, Lak Mitchell and Chris Rutherford, the organisation sets about giving people the world's best, most immersive, independent arts festival – a place that inspires people to go forward and create positive societal change.

Headquartered in the heart of Bristol, Boomtown Fair is an annual five-day music festival held at the Matterley Estate (Nr. Winchester, Hampshire) in the rolling hills of the South Down National Park. For more than a decade, the organisation has prided itself on offering its audience extraordinary experiences through the programming of visual arts, mind-bending set designs, a multitude of music styles and site-specific performances and events.

Charity, Education and Awareness is an integral part of the ethos of Boomtown Fair with the festival striving to be viewed as a major influencer in sustainability and a driving force in changing ways that festivals are run and operated. In 2019, the organisation took unprecedented steps by partnering with Tree Sisters, a global network of women passionate about achieving restoration of our tropical forests, to plant a tree for every attendee of its Festival that year (c.60,000 trees). This is just one example of the numerous charities and partnerships the festival and company engages with frequently to influence positive change in the world.

WHY WORK FOR BOOMTOWN FAIR

- A cutting-edge event that is viewed globally as a leader in its field
- Opportunity to be a lead part of something that is genuinely trying to make a difference in the world
- Enjoy a flexible working environment that encourages people to use initiative and grow in their role
- You share our enthusiasm and ideals for delivering something spectacular and in doing so, striving to make the world a better place

ROLE DESCRIPTION

Duties and responsibilities of the Executive Assistant include, but are not limited to:

- Organise and plan the directors workload ensuring that the arrangements for meetings and appointments are managed effectively

- Provide an efficient and comprehensive administrative support to the Director on any projects; actioning requirements in the most effective and efficient manner.
- Inbox management, determining and prioritising actions, identifying areas of concern and ensuring the Director is aware
- Manage travel and accommodation requirements for the Director, assessing and making accurate judgements of their time commitments
- Develop and maintain efficient and accurate electronic filing
- Collating and filing expenses
- Undertake any project work as required
- Minuting management meetings
- Assist with the processing of the Directors festival passes
- Overseeing the running of the office
- Will sometimes be required to run errands out of the office
- Strong analytical skills and demonstrated ability to improve processes
- Impeccable attention to detail and problem solving skills
- Implementing office procedures and processes
- Inducting new starters

KEY SKILLS AND EXPERIENCE

You will be a self-starting, responsible individual who has an appetite for helping the Director feel organised. You will own your work, taking proactive responsibility for developing this role into what it needs so that the annual cycle of putting on the festival and other businesses can function successfully.

Alongside exceptional organisational skills, this role requires you to be adept at mastering life inside an organisation that puts on large events. You will have a skill for managing multiple tasks at once and for flexing what you are working on to meet the demands of the business and the Director. Project management is a fundamental part of this role and as such, should not be overlooked, this role requires execution of specific projects delegated to you by the Director which will in turn require definition, understanding, and regular communication of progress whilst delivering in a timely and well-coordinated manner.

THE SUCCESSFUL APPLICANT WILL POSSESS

- At least 2 years experience working as a Personal Assistant / Executive Assistant
- Evidence of a good standard of literacy/ English language skills (there may be a literacy / typing assessment in the interview process)
- Computer literate and able to use Google Drive, Excel, Google sheets & docs, Dropbox and Purchase Orders (we currently use Xero software)
- Ability to deal with complex, sensitive or confidential information
- Experience in managing small projects
- Ability to manage own workload with minimum supervision, to tight deadlines
- Excellent attention to detail and accuracy
- Experience in ticketing systems; desirable but not essential
- Effective interpersonal skills
- Maintaining good working relationships across a range of staff levels both

- internally and externally
- Adaptable & flexible, It is essential that you are available to be onsite for up to 5-6 consecutive weeks throughout July / August (accommodation provided).
- It is essential to have a clean driving license

Salary: £25K - £28K PA Depending on experience

Employment: Permanent full time role working 5 days a week (Mon - Fri)

Start date: ASAP

Employment Type: PAYE

To apply: Please email your CV and a cover letter to job@boomtownfair.co.uk