



### **Could you be the new Festival Administrator for the Petworth Festival?**

The Petworth Festival brings world-class musical, artistic, and literary talent to the heart of the South Downs. Established over 45 years ago, it has evolved from a weekend of music into a two-and-a-half-week summer festival and a twelve-day autumn literary festival, drawing audiences from across Sussex, Surrey, and Hampshire. Through its summer and autumn festivals, the Petworth Festival fosters a vibrant cultural landscape in which residents and visitors alike can engage with the arts and literature. Additionally, the festival supports year-round educational initiatives in local schools, aiming to inspire new generations through music, literature, and the arts.

The festival is a registered charity with a public-benefit remit that drives its mission to inspire and educate. Funding for the festival is generously provided through local business sponsorship, private support, and ticket sales.

This year the festival has hosted artists as wide-ranging as Boris Giltburg, Catrin Finch, Simon Keenlyside, Mark Watson and Vanessa Haynes at its summer festival as well as giving stage to spectacular emerging talent through its partnerships with the Leeds International Piano Competition and the Royal Academy of Music. It has brought literary talent including Dame Judi Dench, Robert Harris and David Baddiel to its autumn literary festival, worked with the National Trust to stage a weekend of promenade concerts at Petworth House and has brought the Big Sing project to Petworth Primary school, giving all local children an opportunity to work with a professional composer and to perform their resulting songs as the curtain raiser for its autumn literary festival.

**We are now hiring a new Festival Administrator to join our team**

This is a great role for someone who wants to become central to a busy and highly respected arts festival.

The Festival Administrator is at the heart of our small team – (consisting of Festival Manager, Artistic Director, Marketing & Development Manager and Bookkeeper & Finance Manager) -

- acting as first point of contact for all enquiries;
- managing our small but busy office in central Petworth;
- providing managerial support to the Festival Manager;
- updating and managing the customer database, e.g. producing mailing lists for both postal and email customer communications;
- Managing the process of programme brochure mailouts & other print communication (supported by our volunteers);
- liaising with our bookkeeper to ensure timely invoicing of sponsors and supporters and correct collation of information required for Gift Aid claims;
- managing the Box Office (we use Ticketsolve), supported by our volunteers;
- acting as key point of liaison for all team and volunteers both during the year and during festival periods;
- providing general operational support during these busy festival periods.

You will need

- Great administration skills and experience – ideally in an Arts environment
- IT skills - Microsoft Office (Word and Excel a must), experience of using and updating customer databases and either experience of or the capability to get up to speed with Ticketsolve. Experience of Sage would be an advantage but is not essential.
- Great organisational skills
- Great people skills
- Excellent written and spoken English

You will need to live within easy reach of Petworth and will work mainly from our office in Petworth – although there is scope for some homeworking, which would need to be agreed with the Festival Manager.

You will need to be able to drive.

This role will average as four days a week across the year but will require full time working during festival periods – as well as some evening and weekend working during these times. In 2025 these are 16th July - 2nd August and 29th October – 9th November. The additional time worked during festival periods will be offset by shorter working hours at other times of the year.

You may also need to attend key sponsor and supporter events which are typically held twice a year, during the evening and in Petworth.

Salary will be £24,000 for four days per week.

You would need to be available to start work in January 2025

If you would like to apply – please send your CV and a covering letter setting out why you are interested and what you believe you could bring to the festival and its team.

**The deadline for applications is Friday 22<sup>nd</sup> November 2024.**

All applications should be sent to [info@petworthfestival.org.uk](mailto:info@petworthfestival.org.uk) and marked clearly as “application for Festival Administrator”