

Events Manager - The Petworth Festival

Job summary

This is a freelance Events Manager position for the Petworth Festival encompassing the planning, managing and coordination of the Petworth Summer festival and the Petworth Literary Festival, both of which are multi-event, multi-venue arts festivals taking place in Petworth, Midhurst and the surrounding South Downs area.

In 2025 the Summer Festival, mainly music, takes place between 17 July – 2 August and will consist of 38 events across 8 venues. The autumn literary festival is still in planning but will run between 29 October and 9 November.

Job Description

Reporting to the festival Chief Executive, the Event Manager will be responsible for the successful planning, coordination and execution of all events within the festival schedule. This role involves being the primary point of contact for all logistical aspects of events, ensuring seamless communication and organisation across internal teams, artists, audio visual production team, volunteers and external stakeholders.

As well as working closely with the Chief Executive, the Artistic Director and the Festival Administrator they will be supported by a team of over 100 volunteers.

The hours required will vary across the year as follows:

- one week of upfront planning time in late January / early February;
- six weeks part-time (2.5 days per week) during June and early July;
- four weeks of full-time work from mid-July to early August;
- three weeks part-time (2.5 days per week) from mid-September to mid-October;
- three weeks full-time from mid-October to mid-November.

During planning phases, the role can be hybrid / remote.

During Festival periods the role is on site, based in Petworth. Accommodation can be provided.

Job requirements

- Demonstrated experience in event management, preferably within a cultural or festival context;
- Strong organisational and multitasking abilities with attention to detail;
- Proven ability to manage schedules and coordinate logistics with multiple stakeholders;
- Excellent communication skills and a focused approach when working with artists, volunteers and technicians;
- Knowledge of health, safety, and compliance standards applicable to public events;
- Flexibility to work evenings and weekends as required by the festival schedule.

Candidates will need to hold a full UK driving licence as they will be working between multiple venues around Petworth, Midhurst and the surrounding South Downs area.

The successful applicant will need to be in Petworth every day during festival periods. In 2025 these are 16 July – 2 August and 29 October – 9 November. Accommodation can be provided.

Job Responsibilities:

Event Scheduling & Planning

- Create detailed schedules for each event, outlining key elements such as technical requirements, rehearsals, sound checks, and any additional resources (e.g., piano tuning).
- Communicate effectively with festival staff, artists, volunteers, contractors, venues to ensure smooth event execution.

Artist & Contract Management

- Act as the liaison between the festival and the artists to ensure that all contractual obligations are met and artist expectations are managed.

Risk & Safety Management

- Conduct thorough risk assessments for each event to guarantee the safety and security of all participants and attendees.
- Ensure compliance with health and safety regulations, safeguarding protocols, and requirements for the sale of food and beverages.

Volunteer Coordination

- Work closely with festival volunteer leaders to ensure roles and responsibilities for each event, are in place ensuring they are well-informed of event-specific logistics.

Regulatory Compliance & Licensing

- Secure necessary licenses for entertainment and alcohol sales, ensuring all events meet regulatory standards.

Venue Setup & Management

- Oversee the setup and takedown of festival venues, coordinating any necessary equipment and ensuring each location is ready for public access and artist needs.

How to apply

If you are interested in this position, please get in touch via the details below with your CV and a covering letter setting out why you are interested and what you think you could bring to the Petworth Festival and its team. The deadline for applications is Tuesday 7 January.

All applications should be sent to info@petworthfestival.org.uk and marked clearly as “Application for Events Manager role”

Candidates shortlisted for interview will be contacted on Thursday 9 January and first interviews will take place via Zoom during w/c 13th January.

Fee – in accordance with SLT/Equity rates for stage managers