



ASSOCIATION OF INDEPENDENT FESTIVALS

Job Title	Administrative Assistant
Organisation	Association of Independent Festivals (AIF)
Location	London / Other UK locations considered
FT/PT	Part-Time / 16 hours a week
Application deadline	Tuesday 13 th April 2021
Interview dates	w/c 19 th April
Start date	TBC
Salary	£25K per annum (pro rata at 2 days a week)

Job Description

About AIF

National trade organisation The Association of Independent Festivals (AIF) is the UK's leading festival representative body. AIF is a not-for-profit entity, with the key objectives of helping the businesses of its festival members, and the overall needs of the independent festival sector.

Established in 2008, the AIF has grown to be a vital support network for independent festivals promoters, creating a national network of promoters, offering a range of member services, lobbying on behalf of the sector and producing conferences and training events. The combined attendance of AIF's member events now exceeds over 1 million people. The festival sector in general generates and estimated 1.76bn GVA for the UK economy each year and supports 85,000 jobs.

Representing approximately 40% of the UK festival market over 5,000 capacity, AIF has over 80 member events, featuring some the UK's most successful and creative events in the UK as members. These include Boomtown Fair, Shambala, End of the Road, Kendal Calling, 2000 Trees, Sound City, Boardmasters and many more.

For more information about AIF and our membership, go to www.aiforg.com

About the Role

We are looking for a new Administrative Assistant to assist the Chief Executive of AIF with the day-to-day administration of the association.

This is primarily an administrative role and tasks will include:

Providing overall administrative and secretarial support to AIF.

Organising online meetings and taking minutes.

Managing CEO diary and responding to meeting / call requests.

Assisting CEO with correspondence, responding to basic enquiries from festival members and others and activating new members.

Arranging mail-outs and collating data from member surveys.

Posting content to AIF socials (Instagram, Facebook, Twitter) and website content updates.

Any other duties that may be requested from the CEO from time to time.

Please note that although this role will start at two days a week pro rata (16 hours) there is likely to be scope for the role to evolve over time, with increased hours and operational responsibilities. We will be flexible in approach and do not envisage that the 16 hours a week will necessarily be fixed to particular days or times. AIF are based in London, but we are taking a flexible approach and will consider candidates in other locations for this position. The position will be remote / home working initially, progressing to either a blend of remote working and approximately 50% of the hours spent in our office in London (SE1) or working remotely with occasional travel to London and other locations as required.

About You

You will be a quick learner with solid all-round administrative and organisational skills. Some administrative experience is key to this role, though this doesn't need to specifically be in the music / festival sector. You will be IT literate and a confident communicator, capable of delivering as part of a small team. You will have excellent time management skills, with a proven ability to work to deadline.

This is not an events role and you will not be working on the association's events programme directly. However, an active interest in the festival sector and the role of trade associations is desirable.

This is a fantastic opportunity for the right candidate seeking to advance their administrative career and work closely with festivals.

AIF is committed to promoting a diverse and inclusive community- a place where we can all succeed on merit. We offer a range of inclusive employment policies and flexible working arrangements. We are keen to support and employ staff from a range of different backgrounds.

Experience

Essential Experience:

1. Some experience in an administrative role in an office and in maintaining and improving administrative systems.
2. Specific administrative skills- Minute taking, diary management and coordination of meetings and phone calls.
3. Excellent IT literacy: A good understanding of Microsoft Office, Mailchimp, Wordpress and various other programmes. A basic understanding of HTML and some experience of maintaining social media channels.
4. Excellent written and oral communication skills

Desirable Experience:

1. Basic design skills, i.e. the ability to use design software to produce basic promotional materials, newsletters and website content in-house.
2. Some previous experience working within a membership organisation, trade association or at a Small to Medium Enterprise (SME).
3. An active interest in festivals and the work of trade associations.

To Apply

Please email your CV and a brief covering letter to AIF Chief Executive Paul Reed: paul@aiforg.com by the application deadline of **Tuesday 13th April**

Online interviews will commence during **w/c 19th April**