



ASSOCIATION OF INDEPENDENT FESTIVALS

Job Title	Membership and Operations Coordinator
Organisation	Association of Independent Festivals (AIF)
Location	London / Other UK locations considered
FT/PT	Full time / 40 hours a week
Application deadline	5pm on Thursday 3 rd Feb 2022.
Interview dates	w/c 7 th Feb 2022
Start date	March 2022 (TBC)
Salary	£25-30K per annum (DOE)

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 supporting 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 90 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 Membership and Operations Coordinator to primarily assist the CEO of AIF with the day-to-day administration and operation of the association.

This is primarily an administrative role and tasks will include:

- Providing day-to-day operational, administrative and secretarial support to AIF.
- Acting as the first point of contact for general enquiries and correspondence from AIF members and Friends of AIF.
- Proactively assisting the CEO in growing the membership and friends of AIF subscriptions and managing the Friends scheme.
- Organising meetings and taking minutes and providing administrative and logistical support on AIF events.
- Managing CEO diary and responding to meeting / call requests, assisting CEO with daily correspondence and monitoring emails.
- Arranging mail-outs and managing content on AIF socials and website content updates.
- Collating data from member surveys for reports, including for DCMS and other relevant Government departments.
- Financial tasks- sending invoices, processing receipts, working to annual financial targets on members and friends of AIF recruitment.
- Any other duties that may be periodically requested from the CEO
- Representing AIF at events including our annual Festival Congress, our AGM and member training events.

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 a blend of remote working and travel to London and other UK 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 or 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 proactively and autonomously, adhering to deadlines and maintaining a high level of service and attention to detail.

This is not an events role, and you will not be working on the association's event's programme directly. However, you may be providing administrative support on events and an active interest in the festival sector and the role of trade associations would be advantageous.

This is a fantastic opportunity for the right candidate seeking to advance their career and work closely with independent 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 within an office environment and in maintaining and pro-actively improving administrative systems.
2. Specific administrative skills and experience: Experience of 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 website management, organising mailouts and experience of accurate data collation.
4. Experience in producing content, managing websites and strong knowledge of maximising social media channels.
5. Excellent written and oral communication skills and strong interpersonal skills with the ability to communicate confidently with a wide range of stakeholders.

Desirable Experience:

6. Basic design skills, i.e., the ability to use design software to produce basic promotional materials, newsletters and website content in-house.
7. Some previous experience working within a membership organisation, trade association and / or within a small to medium business.
8. Some experience in administrating conferences and other B2B events.
9. A demonstrable interest in the festival and event sector, 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 **Thursday 3rd February 2022**.

Interviews will commence during **w/c 7th February**.