



UNITING AND EMPOWERING INDEPENDENT FESTIVALS

Job Title	Festival Congress Event Assistant
Organisation	The Association of Independent Festivals
Location	Remote working, London (Borough, SE1 1DN) and Sheffield during event reeves and onsite work
FT/PT	P/T – Initially 1 day per week, then 2 days per week closer to event and onsite work during event
Application Deadline	Friday 27 th July
Interview Dates	W/C Monday 13 th August
Start Date	Tuesday 4 th September
Salary	This is a paid position on a freelance basis - £2000 flat fee with Sheffield expenses covered

The Association of Independent Festivals (AIF)

National trade organisation The Association of Independent Festivals (AIF) is the UK's leading festival representative body. Founded in 2008 by Rob da Bank (Bestival) and his manager Ben Turner (Graphite Media), the AIF has grown to be a vital support network for the independent festival industry, creating a national network of promoters, offering a range of member services, lobbying on behalf of the sector and producing high quality conferences and training events.

The combined attendance of AIF's member events exceeds 600,000 and our members generate over £200m in audience spend for the UK economy each year.

AIF has over 600 member events, ranging from the 800-capacity Starry Skies to the 60,000 capacity Boomtown Fair and including many of the most successful and creative independent festivals in the UK. These include Bestival, Shambala, End of the Road, Kendal Calling, Festival No.6 and many more.

Please visit www.aiforg.com for further information.

Festival Congress

Festival Congress is AIF's annual flagship event, a two-day conference, Independent Festival Awards and celebration of the festival industry. The event is the largest gathering of independent festivals in the UK, with **over 400 industry delegates**

Association of Independent Festivals

The Ministry, 79 Borough Road, London, SE1 1DN

T: +44(0)2037452897 Email: phoebe@aiforg.com Website: www.aiforg.com

Registered in England and Wales Company number: 11246560 Registered office: 303 The Pill Box, 115 Coventry Road, London, E2 6GG



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expected to attend in 2018. The Congress has sold out every year since it's inception in 2014, and has rapidly evolved to become a fixture and must attend event in the festival industry calendar.

This year, Festival Congress moves to it's new home of **Sheffield** with the conference element taking place at The Crucible and the Independent Festival Awards at 92 Burton Road, which will be followed by an after-show party.

Festival Congress is a unique B2B networking event, with frequent attendees include notable festival organisers from the likes of Glastonbury, Bestival, Boomtown Fair, Kendal Calling, Shambala, End of the Road, Liverpool Sound City and many more.

There are dedicated networking opportunities, industry discussion and celebration, including a street food catering and themed party at the Independent Festival Awards.

The conference has a progressive and innovative format, including high profile keynotes, engaging panel sessions, TED x style quick fire talks, breakout workshops and fireside chats with experts and inspiring personalities from across the festival and events world.

Please visit www.festivalcongress.com for more information.

Key Festival Congress objectives:

- To create groundbreaking content and be a genuine forum for debate and a fixture in the festival calendar.
- To contribute to the evolution of the industry and challenge established notions of what a live industry conference can and should be.
- To balance covering the 'nuts and bolts' of organising festivals and events with

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reflecting the incredible creativity of the industry.

- To celebrate the work of our members and the wider festival industry, creating a unique connection point for promoters and their teams, suppliers and those interested in the sector.

About the Role

This is primarily an administrative and logistical role, providing assistance to the AIF executive team in the delivery of the 2018 event. It is an excellent opportunity to increase your knowledge and gain vital experience and a foothold in the festivals and events industry.

Duties will include:

- Venue logistics and chasing up production information
- Assisting with Festival Congress awards administration
- Event ticketing administration
- Collecting and compiling content for the event app and delegate packs
- Assisting with social media activity
- Assisting with speaker liaison
- Assisting in liaising with other key parties including exhibitors, event partners, suppliers and venue representatives
- Assisting with volunteer coordination
- General event administration

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- Attendance of event planning meetings in advance of the event and onsite

About You

You must be incredibly organised and enthusiastic. A confident communicator and someone who doesn't get flustered easily and can work in a high-pressure environment. The ability to work towards deadlines is key.

Basic IT skills are essential and administrative experience is important to this role. Some experience of delivering events, specifically conferences would be extremely beneficial.

Essential Experience

1. A keen interest and / or previous experience in the festival and events industry.
2. Excellent IT literacy: a good understanding of Word, Excel, PowerPoint, Keynote.
3. Good organisation skills.
4. Ability to work to tight deadlines and under pressure.
5. Good communication skills.

To Apply

You must be available to work in the AIF London office in Borough between 10am – 6pm on the following dates:

Week 1: Tuesday 4th September

Week 2: Thursday 13th September

Week 3: Tuesday 18th September

Week 4: Tuesday 25th September

Week 5: Tuesday 2nd & Thursday 4th October

Week 6: Tuesday 9th & Thursday 11th October

Week 7: Tuesday 16th & Thursday 18th October

Week 8: Tuesday 23rd & Thursday 25th October

Week 9: Tuesday 30th October & Thursday 1st November

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And then available to work onsite at the Festival Congress in Sheffield from **Sunday 4th November – Thursday 8th November.**

In addition to the fee offered, your travel, accommodation and food expenses will be covered during the event dates. You will require your own accommodation if needed in London. You will also require your own laptop.

Please email your CV and a covering letter to Phoebe Rodwell: phoebe@aiforg.com by the application deadline: **Friday 27th July.**

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