

Hurst Festival

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Administrator - Job Specification

Hurst Festival are looking for a part time Admin Manager to share the role with our current part-time Box-Office Manager. The annual fee is £4,500 at £375 per month. Working with the Manager and Box-Office Manager to bring about a successful Hurst Festival for 2 weeks in September. The hours and pressures fluctuate through-out the year. Start 1st Feb 2023.

Must be able to use:

- Microsoft Excel and Word
- Google Suite including Google Drive, Google Mail, Google Forms Admin
- Mailchimp – marketing and newsletter platform
- Social media platforms – including planners such as Hootsuite (working with our Social media Manager)

Jobs

General Administrative duties including, but not limited to:

- Answering and filtering email enquiries
- Taking minutes of the committee meetings
- Annual Storage Insurance renewal
- Dealing with MSDC, WSCC & Hurstpierpoint Parish Council for bookings, road closure applications, banner hanging etc
- Working under the festival Manager, as directed.
- Working with all Festival partners re logistics for events/advertising/marketing,
- Answering enquiry emails
- Working with Social Media Manager
- Liaising with Friends of the Festival
- Liaising with Venues
- Creating Contracts for Artistes at behest of Festival Manager
- Collecting all event info for website/brochure
- Liaising with local clubs and societies that take part in the festival.
- Mailing newsletter
- Collating event info for Box office manager to add to website

Please email manager@hurstfestival.org with a current CV or any questions.