



Company: Henley Literary Festival
Country: United Kingdom
State/Region: Henley-on-Thames, Oxfordshire
Postal Code: RG9 2DG
Date: 4-May-21
Location: Kings Arms Barn, Kings Road, Henley-on-Thames, RG9 2DG

Job Title: Programming Assistant, Henley Literary Festival

Hours: 16 hours/week (with potential of full-time from July) and must be available for the full Festival Week (2 – 10 October 2021).

Contract: 6-month contract from 1st June 2021

Salary: From £17,000 pro rata (depending on experience)

We are looking for a Programming Assistant to join our fun, creative and small team in Henley-on-Thames (please note we are not accepting applications for remote working as we transition back into our Henley-on-Thames office).

From a few talks over a weekend in 2007 to over 17,000 viewers across the country and beyond in 2020, we've been continually growing and adapting since we began. Along the way we've expanded to nine days (plus pop-ups!), added fully fledged children's and schools' programmes and sold a record 25,000 tickets in 2019. Our audience has seen three Prime Ministers (and two Deputies), two Booker winners, a Princess, an Archbishop and Chief Rabbi, alongside Olympians, Oscar-winners, Rock & Roll Hall of Famers, Great British Bakers and international bestsellers. We've been the first ever literary festival for speakers including Sue Perkins, Kevin Keegan, Jo Malone, Dermot O'Leary and Theresa May.

We are looking for a highly organised, efficient and enthusiastic individual with experience working in a fast-paced and busy office environment to support the Festival Director with administrative and logistical support to coordinate the Festival Programme.

The role will include but not be limited to:

- Supporting the Director of Programming with administrative, research and logistical tasks
- Coordinating with publicists, authors and interviewers to organise literary events, including writing invite letters and designing pitch documents
- Creating author and interviewer information packs
- Organising travel and accommodation for authors and interviewers
- Overseeing the production, timeline and printing of the programme
- Main point of contact for all programme enquiries
- Coordinating the distribution of the 14,000 printed programmes
- Uploading programme of events to website and ticketing platforms
- Working with the Marketing Manager to identify opportunities to promote programme and events
- Ad-hoc marketing and box office support

Previous administrative experience, knowledge of Microsoft Office, Google Sheets and Adobe InDesign would be advantageous.

If this sounds like you, please apply with your CV and covering letter by Tuesday 11 May to kallie@henleyliteraryfestival.co.uk

We welcome all applications irrespective of age, disability, ethnic origin, gender and sexual orientation.