**Festival Assistants** **(Programme and Marketing) Job Ad**

Van Gogh House is the Georgian terraced house in which Vincent once lived, now an artist residency and space for exhibitions, events and performances.

We are currently seeking two Festival Assistants with strong connections to Lambeth to support the programming and marketing of a new arts festival we are running called The Festival of Encounters.

The Festival of Encounters comprises around 40 talks by artists, writers, activists, musicians and thinkers in venues across Northern Brixton, including Van Gogh House, other purpose-built venues and more unusual spaces such as cafes, bicycle repair shops, private gardens etc.

The Festival Assistant roles are aimed at people who aspire to work in or are in their first professional role in the arts. You might be in your first role or have had a little experience already but we’re keen to hear from you if you are motivated to take on a new challenge, and especially if you’ve faced barriers to accessing paid roles in the creative industries so far.

**Festival Assistant (Programme)**

£27,000 pro rata 0.4 FTE (2 days a week), Fixed term contract June-Nov 2025

The Festival Assistant (Programme) will support the programming, organisation and administration of the festival. They will support the Festival Director in:

* Approaching and onboarding host venues
* Booking and liaising with event speakers
* Writing risk assessments and collating compliance information from host venues
* Acting as the main point of contact for host venues’ enquiries and correspondence
* Organising AV hire and other logistics
* Setting up and acting as front of house for events
* Administering evaluation forms from audiences and host venues

Skills and attributes

* Enthusiasm for arts in the community, and in a variety of art forms
* Approachable and diplomatic, able to communicate with a diverse range of people
* Detail-oriented and capable of multitasking
* Experience of organising events (in a professional, voluntary or personal capacity)
* Basic administrative & IT skills, inc. calendar management, word processing, spreadsheets
* Willingness to work flexible hours during the festival in September and October, including evenings and weekends
* Desirable: Knowledge of setting up AV equipment

**Festival Assistant (Marketing)**

£27,000 pro rata 0.4 FTE (2 days a week), Fixed term contract June-Nov 2025

The Festival Assistant (Marketing) will support the Marketing Officer in the promotion of the Festival. They will support the Marketing Officer in:

* Creating digital content for social media, newsletters and web
* Minuting design and branding meetings with web and graphic designers
* Responding to press enquiries and staffing the press conference
* Administering the printing of promotional materials
* Managing reciprocal marketing relationships

Skills and attributes

* Excellent written and oral communication skills in the English language
* A creative storyteller with an ability to communicate to diverse audiences
* Flair for creating social media content and knowledge of a variety of platforms
* Strong administration and project management skills
* Willingness to work flexible hours during the festival in September and October
* Desirable: photography skills

**Application Details**

Application deadline: 25th May

Interviews: Week of the 26th May

Start date: Provisional start date 4th June (flexible depending on your circumstances)

Annual leave provision: 4.5 days across 6 months. Please let us know of any pre-booked holidays in the interview. All annual leave must be approved in advance.

We strongly welcome applications from people who are under-represented in the arts and who reflect the diversity of Lambeth’s community.

Please send a CV, 1 page cover letter, the contact details of two referees and your potential start dates to Anna Bromwich, anna@vangoghhouse.co.uk

We are happy to accept a cover letter in the form of a video no more than 7 mins long, if this is a more accessible format for you. Please note which role you are applying for in your cover letter/video.

Please also fill out our Equal Opportunities Monitoring form [here](https://docs.google.com/forms/d/e/1FAIpQLSc9_5FaRc6dfuvPgGAiAvMZwUayiW8RTdp_HpETbBP84mY1hg/viewform?usp=header). This is anonymous and is not viewed in tandem with your application.