



Role Outline: Festival Assistant (Comms and Admin) A Paid Internship

Contract: A fixed-term, self-employed contract will be offered from January to June 2019.

Remuneration: £1000 per month.

Hours: Full-time (with the equivalent of 3 weeks off over the six-month contract).

Location: The Corn Exchange (above St. Nick's Market), Bristol City Centre. (With some flexible working).

Reporting to: The Chief Executive and Communications Manager

Other Key Relationships: PR Manager and all other Festival staff.

Summary:

A fantastic opportunity to work at the heart of organising Bristol's favourite food festival!

We are looking for an enthusiastic Festival Assistant to come on board for a six-month period in the run up to the 2019 festival (12th – 23rd June). Our chosen candidate will be strong on aptitude and skills, but may be lower on experience.

The post-holder will work primarily to support the communications and administrative functions of the organisation, but there may be opportunities to support with event production and other projects from time to time.

We are looking for someone with exceptional writing skills, tech wizardry and laser-like attention to detail. This is a great opportunity to learn the ropes of festival planning and organisation, to develop your creative writing and communications skills, and to learn about the management and operations of non-profits. Support and training will be provided, but we are also looking for someone who is happy to use their initiative, roll their sleeves up and get on with the job as pressures mount in the run-up to the festival.

Role Description:

Communications:

- Support the Communications Manager to:
 - Develop and write for the website, ensuring content is up to date at all times
 - Write content / articles for the BFC newsletter and blog
 - Implement social media output
 - Develop and organise distribution of print media
 - Put the festival programme together.

- Run competitions in the run up to the festival
- Support the implementation of a citywide engagement initiative, the goal of which will be to engage communities across Bristol to engage with food in multiple different ways during the Festival, including in their offices, homes, schools and clubs.
- Liaise with festival event partners to support the promotion of BFC events, including ensuring the use of BFC logos and copy where appropriate.
- Implement monitoring processes for recording the success of our communications work and contribute to preparing reports on festival impact.
- Help maintain our contacts database on 'Daylite'
- Act as a point of contact for incoming enquiries by phone and email.

Operations and Office Management

- Provide administrative support to the BFC team as required.
- Manage and maintain office facilities and services – including phone, printing, furniture, equipment and consumables, ensuring that expenditure on office supplies remains within budget.
- Carry out operational tasks such as updating insurance and updating information with Companies' House.
- Coordinate accounts, such as internet account and software subscriptions.
- Financial support, including processing incoming purchase orders, invoices and expense claims etc. and send information to bookkeeper.

Festival Support

- Support festival production and coordination as required

General

- Attend weekly or fortnightly team meetings and other strategic meetings as required.
- Carry out other tasks as may reasonably be regarded as falling within the requirements of the role.

Person Specification

- An interest in and passion for food
- Exceptional writing skills with a good understanding of grammar and the ability to write succinctly, creatively and professionally.
- Strong attention to detail and the ability to work to a deadline
- Skilled in the use of a range of different software applications for different purposes, with the ability to turn your hand to new applications with ease.
- Good interpersonal skills and experience of working in a team
- An open, flexible and cooperative approach, and enthusiastic attitude
- Experience in a previous communications and / or administration role would be an advantage.

How to Apply

Please send a CV and Cover Letter (each no longer than 2 pages) to steph@bristolfoodconnections.com by 5pm on Friday 30th November.

Interviews will take place in early December and will include some simple administrative and communications tests.