



Job Title	Programming coordinator
Hours	20 - 30 hours per week dependent on applicant <i>Many of the team members work 9-2pm so these hours would be ideal but not essential</i>
Location	Central Henley
Reporting to	Events Director
Ideal start date	29 th April for a month of handover
Salary	£25,000- £32,000 per annum pro rata Salary offered dependent on experience
Holidays	28 days including bank holidays (pro rata)

About Henley Literary Festival

About Henley Literary Festival

What started as a few talks over a weekend in 2007 has grown in to one of the country's most established Literary Festivals. Now in its 18th year, the Festival runs for a full nine days across three venues around the town, hosting around 120 events each year, not including our year-round Pop-up programme of events in the town.

The programme is hugely varied and our adults and children's programmes encompass a wide range of events covering fiction and non-fiction on everything from music, science, sport, history, politics, food and drink, travel, health, fashion, current affairs and much, much more! Over the years our audiences have seen Prime Ministers, Booker winners, Brit winners, a Princess, an Astronaut, an Archbishop and Chief Rabbi, alongside Olympians, Oscar-winners, Rock & Roll Hall of Famers, Great British Bakers and international bestsellers among our stellar line-ups.

In 2023, we had a record-breaking year with over 23,500 tickets sold to our events featuring names such as Theresa May, David Walliams, Elif Shafak, Clive Myrie, Judy Murray, Jacqueline Wilson, David Baddiel, Stephen Mulhern, Sebastian Faulks, Clare Balding and many more.

Job Description

We are looking for a highly organised, enthusiastic member of the team with experience of working in a fast-paced and busy organisation to provide support with the programmatic side of the festival as well as working on festival logistics.

You will assist the Events Director on working on the programme and author/publisher relations side of the festival and support her in the administration of it.

The role will also include working alongside the sponsorship and marketing manager and also the festival manager as well as general festival logistics. Please note this is a part-time role.

The role will include but not be limited to:

- Support the Events Director with programming of over 150 events for the festival
 - Including
 - Arrange all publisher meetings
 - Taking notes during meetings
 - Email administration
 - Organising all the admin around the ask process for authors
 - Keeping spreadsheet up to date with author info, managing this daily
 - Making author pitches / invitations as and when appropriate
 - Drafting author packs and emails
 - Being the main point of contact for all children's publishers and arranging event logistics with them
- Supporting a consultant on grants applications
- Working with the programming director to manage the event logistic documents for the whole festival which will be used to run the festival
- Working with our technical company to give briefing documents
- Working with our bookshop and keeping them up-to-date
- Designing social media assets throughout the year using Canva
- Supporting on the updating of the website (training will be given)
- Supporting festival emails using Dotmailer (training will be given)
- Working on a post Festival evaluation
- Additional other roles and jobs that can be performed within contracted time.
- You will be required for the full time for the nine days during festival week (28th September – 6th October 2024)

- Occasionally you will be required to be flexible and work at our pop-up events throughout the year (mostly evenings)

Personal specification

- The ideal candidate will be a self-starter with a very can-do attitude to fit in with our small but fast-paced office environment.
- Experience of admin is essential
- Outstanding communication skills
- Confident with the general public
- An interest in events and books
- Experience with Excel and Google is essential or willingness to learn prior to starting
- Previous experience of working in a festival desirable but not essential

Benefits:

- Flexible working – hours can occasionally be adjusted to accommodate school events etc
- Company Laptop
- Friends and family tickets to the Festival (with restrictions)
- Regular team activities

How to apply

Please send your CV and a brief covering letter by 28th March at 12pm explaining why you want to apply for the role to harriet@henleyliteraryfestival.co.uk using “Programming coordinator” as the subject title in the email.

Interviews will be arranged as applications come in rather than on set dates.

We are committed to creating a festival that is diverse, celebrates a rich tapestry of voices and perspectives, and appeals to everyone. This also applies to our workplace.

Please note that due to the high volume of applications we receive, we may not be able to personally contact every applicant. If you do not hear from us by 5th April please assume that your application has not been successful on this occasion. We appreciate your understanding and interest in joining our team.