



<b>Job Title</b>	Box Office Administrator
<b>Contract Term</b>	2nd June - 22 October 2026
<b>Hours</b>	Monday-Thursday 9am-2pm  <i>Potential to extend to 9-2pm on Fridays in July, August and September. Must be available to work for the 10 days during festival week 8.45am-7.30pm and hours for festival week will be confirmed in September. (2-11 Oct)</i>
<b>Location</b>	Henley-on-Thames
<b>Reporting to</b>	Festival and Office Manager
<b>Remuneration</b>	£13 per hour

This fixed-term role will support the festival team in the preparation and running of the festival, running from 2<sup>nd</sup>-11<sup>th</sup> October 2026. The role will involve being based in our central Henley-on-Thames office 4 days a week, starting from June, and working the 10-day festival in October.

### **About Henley Literary Festival**

What started as a few talks over a weekend in 2007 has grown into one of the country's most established Literary Festivals. Now in its 20th year, the Festival runs for ten days across three venues around the town, hosting around 140 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 2025, we had a record-breaking year with over 24,500 tickets sold. Names announced for 2026 so far include Julia Donaldson and Nigella Lawson, with many more yet to be announced.

### **Job Description**

The role supports the wider festival team with administrative and logistical tasks which will include but not be limited to:

- Managing phone-based and in person ticket bookings and customer enquiries
- Answering customer queries via email (managing our info@ account), telephone and in-person
- Supporting with the organisation of the festival volunteers
- Supporting with the organisation of sending materials for schools bookings
- Supporting with the organisation of partner marquee days
- Supporting with the preparation of the festival venue boxes
- Supporting the Programming team with preparation of author/interviewer materials for the festival
- Designing social media assets / website images using Canva
- Coordinating and carrying out the distribution of programmes and other marketing materials
- Office support, including support with office up-keep such as stationary orders
- Additional tasks that can be performed within the contracted time
- You will be required for the full time for the 10 days during festival week (2-11 October 2026)

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

- Outstanding communication skills and the ability to create positive and beneficial relationships
- Confident with the general public
- Previous administrative experience, knowledge of Microsoft Office and Google Sheets would be advantageous
- An interest in events

### **How to Apply**

Please send your CV and a brief covering letter explaining why you want to apply for the role by 13<sup>th</sup> April at 12pm, to [info@henleyliteraryfestival.co.uk](mailto:info@henleyliteraryfestival.co.uk), using “Box office Administrator” as the email subject. Interviews will be arranged as applications come in rather than on set dates, so do apply as soon as you are able if you are interested. If the right candidate applies before the closing deadline, we reserve the right to close early.

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 20th April please assume that your application has not been successful on this occasion. We appreciate your understanding and interest in joining our team.*