

OXFORD FESTIVAL of the ARTS

For the **Oxford Festival of the Arts 2025**, we are looking to appoint a temporary, **0.6FTE Festival Assistant** who will help us deliver the many and wide-ranging displays and events, be the first point of contact for queries by the general public, as well as assist with various administrative tasks.

Oxford Festival of the Arts is proud to be the city's arts festival, curating exhibitions, events and experiences across all art forms. The festival attracts nationally and internationally renowned performers and artists, as well as exciting newcomers and wonderful home-grown talent. Through our many cultural partnerships, we are able to make use of the buildings, open spaces, and performance venues that our beautiful city of Oxford has to offer.

Our broad programme of performances, events, and experiences embraces music; classical, contemporary and new, theatre, visual art, film, dance, comedy, and literature. We celebrate Oxford's diverse communities and offer something for everyone, whatever their age, background or artistic experience.

The Festival Assistant role will start as soon as possible, and will continue until 18th July 2025 with the rate of the Oxford Living Wage of £14.75 per hour inclusive of holiday pay. Hours will be variable (amounting to 0.6FTE). Normal hours are from 8.15am to 5pm, but some evening and weekend work may be required by agreement in advance. There might also be the opportunity for overtime.

Responsibilities include, but are not limited to:

- Helping with the organisation of the Festival Hub, (including casual staff and volunteers) during the Festival, as well as creating the festival hosts rota
- Assisting with the marketing and administration of the festival, performing a range of tasks
- Creating audience evaluation forms, and maintaining records and analysing the data to help measure impact and reception of events
- Monitoring the festival generic inbox and calls to the generic festival contact number, responding to any public queries, including ticket queries and invitation RSVPs
- Working with the OFA Administrator and the Director on external projects, liaising with venues, performers, external partners and other staff with regards to logistics and riders, as necessary

Should you like to apply, please complete the online application detailing your suitability for this position. Employment is subject to the successful DBS and other relevant checks.

I hope that you would like to join us!

Dr Michelle Castelletti, Director

Oxford Festival of the Arts

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