

FESTIVAL ASSISTANT - JOB DESCRIPTION

ROLE: Festival Assistant, El Dorado Festival - Part Time Freelance

REPORTING TO: Project Manager

CONTRACT DATES: Mid April - end of July

TERMS: Part-time, freelance, hybrid position. 2days/week with 2-5 days/month in the London Haggerston office

SALARY: £900 PCM

ABOUT US

AEI Group is a community of ventures and creators focused on empowering future generations of talent through music. With over 25 years' experience, AEI Group works with entrepreneurs and talented people across our music ventures, live events and community spaces whilst on a tireless mission to transform the culture of the music industry to create a positive, healthy and happy working environment for all.

As an organisation we celebrate and support our team members from all backgrounds and are working to build an adaptable culture of mutual allyship, and an environment where everyone is comfortable being themselves 100% of the time. We actively encourage applications from people of every race, gender, religion, age, disability and the LGBTQIA+ community.

ABOUT THE ROLE

To support the El Dorado festival team, reporting directly to the Project Manager. This role requires exceptional attention to detail with the ability to multi-task across projects, whilst maintaining excellent communication skills and liaising with agents, artists managers and key stakeholders across the AEI Festival business.

RESPONSIBILITIES

- General liaison between agents, managers and AEI festival team
- Festival accreditation management
- Manage artist contract process
- Manage artwork approvals for marketing team
- Raise and oversee purchase orders and invoices, liaising with the AEI finance team
- Oversee festival ticket count and communications with key stakeholders
- Book all travel, accommodation, managing logistics, working within strict budgets
- Create and distribute itineraries for all artists
- Collate technical riders and liaise with production contacts
- Collate and purchase hospitality riders working within strict budgets
- Compile and submit guest lists
- Work onsite in managing accreditation
- General admin and support on request

(Duties may include, but not be limited to those listed above)

ABOUT YOU

- Excellent verbal and written communication skills
- Keen eye for detail
- Ability to multi task
- Efficient and proactive attitude
- Previous experience in admin or logistic roles
- Experience in music events preferred

INTERESTED?

Send your CV and cover note to careers@aei.co.uk

AEI Group is open and happy to make any reasonable adjustments as required throughout the interview process to increase accessibility.