



FESTIVAL ASSISTANT

Fixed term January - August 2027 | 0.6 FTE

Salary: £14,687 per annum pro rata (£24,479 FTE)

Hours: 21 hours / 3 days per week

Location: Festival Office, Pickering, North Yorkshire. This is an office based role, with limited flexibility for working from home.

About the role

The Ryedale Festival is one of the UK's most distinctive and ambitious classical music festivals, bringing internationally recognised artists to beautiful and historic venues across North and East Yorkshire.

We are seeking a Festival Assistant to join our small, friendly and ambitious team and help with the preparation and delivery of the 2027 Festival. The role is central to the smooth running of the Festival, with hands-on involvement in everything from planning and administration to Box Office and the delivery of concerts and events.

This is a varied and rewarding role, offering the chance to learn new skills, take on responsibility and work closely with outstanding performers. It could suit someone looking for a first step into the arts, or someone bringing transferable skills from another area.

The focus will vary throughout the contract. Earlier in the year, the emphasis will be on planning and preparation. As the Summer Festival approaches, the role will increasingly focus on Box Office and event delivery, with July being the busiest period.

The appointment is initially fixed term from January to August 2027 but the role has the potential to grow and develop over time.

Key responsibilities

- Support the day-to-day running of the Festival Box Office, including ticket sales, audience enquiries, customer records and seating arrangements.
- Assist with venue liaison and the practical preparation of concerts and events.
- Support the day-to-day administration of the Festival Office, maintaining accurate records, schedules and information.
- Help prepare and distribute Festival and event materials, including brochures, signage and Box Office information.
- Assist with communication with venues, audiences, volunteers, suppliers and other Festival contacts.

- Work at Festival events, supporting Box Office, Front of House and the wider Festival team.
- Assist with practical arrangements including transport bookings and the collection and delivery of Festival materials and equipment.

About you

We are looking for someone who:

- is highly organised, reliable and has an eye for detail
- communicates clearly and has a positive, welcoming manner
- is proactive, adaptable and happy to get involved
- works well independently and as part of a small team
- is confident using standard office IT
- has a full driving licence and is comfortable driving for Festival purposes
- is willing to work flexibly, particularly during the Summer Festival
- has an interest in classical music and live events

Terms

This is a fixed-term appointment from January to August 2027 at 0.6 FTE, working an average of 21 hours or three days per week across the contract.

Working time will be flexed to reflect the Festival's annual cycle, with fewer hours at quieter points and more intensive working in the run-up to and during the Summer Festival. Evening and weekend working will be required during the Festival period.

Salary: £14,687 per annum pro rata (£24,479 FTE)

Pension: NEST pension in accordance with the Festival's pension arrangements

Holiday: Pro rata in accordance with the Festival's standard holiday entitlement

Start date: January 2027

Recruitment timetable

Closing date: 9 November 2026

1st interviews: 25 & 26 November 2026 (online)

2nd interviews: 3 December 2026 (in person)

To apply, please send a CV and covering letter explaining your interest in the role and the experience you would bring to recruitment@ryedalefestival.com.

If you require any reasonable adjustments during the recruitment process, please let us know when applying.