



Festival Assistant

Part-time (0.6 FTE)

Salary: £23,109 FTE (actual salary £13,865)

Contract: Fixed-term (12 months), renewable by mutual agreement

Location: Festival Office in Pickering, North Yorkshire (with limited flexibility to work from home by agreement)

The Ryedale Festival is one of the UK's leading classical music festivals, bringing outstanding performers to beautiful and historic venues across North Yorkshire. We are seeking a Festival Assistant to join our small, friendly team.

This role is central to the smooth running of the Festival and will suit someone highly organised, with an eye for detail and a positive, welcoming manner. Working closely with the Operations Manager and Festival Producer, the Festival Assistant will support a range of tasks, including ticketing, general office administration and assisting with the coordination of events.

The post is offered at 0.6 FTE but will require flexibility in how hours are arranged across the year. Quieter periods are spent on planning and administration, while the weeks leading up to and during the Festival are particularly busy, with a strong focus on Box Office and supporting the delivery of events.

Key responsibilities include:

- Providing day-to-day administrative support across the Festival's activities
- Playing a key role in the Box Office and assisting with general communications and enquiries
- Supporting the planning and delivery of concerts and events, both in the run-up and on the ground during the Festival
- Helping to maintain records, schedules and databases, ensuring information is accurate and up to date
- Offering efficient and friendly support to audience members, volunteers and artists as required

We are looking for someone who:

- Is organised, reliable, and able to keep on top of multiple tasks
- Enjoys working with people and communicates clearly and warmly
- Can adapt to the changing pace of Festival work, especially during busy periods

- Has strong IT skills (experience with Microsoft Office essential; training provided in other systems)
- Is interested in contributing to the future development of the Festival and taking on new responsibilities over time

This is a varied and rewarding position that would suit someone looking for a first step into arts administration or, equally, those bringing transferable skills from other walks of life who are keen to apply them in a creative setting. It offers the chance to gain hands-on experience, learn new skills and work closely with outstanding performers, while being part of a supportive and friendly team that brings inspiring music to audiences across the region.

How to Apply

Please send a CV and covering letter explaining your interest in and suitability for the role to recruitment@ryedalefestival.com

Closing date for applications: Tuesday 28 October 2025

Interviews: First interviews will be held on Zoom in early November. In-person interviews will take place on Monday 24 November at the Festival office in Pickering.