



Job Specification

Job Title: Marketing and Administration Assistant

Hours / Week: Full time (37.5 hours a week)

Days of Work: Monday to Friday

Grade / Pay: £19,000 - £21,000 per annum (dependent on experience)

Location / Office: Kambe House, 34 Portland Square, Bristol, BS28RG

Line Manager: Becka Whiteley (MarComms Director)

In a nutshell

We are looking for an organised and creative Marketing and Administration Assistant to join our amazing Bristol based team for the long term. This individual will play a key role in marketing our portfolio of events, including Shambala Festival and will also provide administration support to the wider team.

About us

Kambe Events has a 20 year history of producing award-winning ethical and creative events.

Shambala Festival, a 15,000 capacity music and arts festival, is our flagship show. As well as being a ridiculously silly party, Shambala is proudly meat and fish free, renewably powered, disposable plastic free and we have reduced the event's carbon footprint by 90% in the past decade. Alongside Shambala, we have several smaller in-house events. We also produce events for third parties, provide a variety of consultancy services and have other interests as part of a diverse portfolio of activity.

We are a team of 11 who, working alongside a wider family of freelancers, are mostly based at our offices in Bristol. We have a bright future ahead of us with inspirational projects in the pipeline and embrace modern, inclusive and ethical work practices.

Vision: *To shift minds, touch hearts and stir souls*

Mission: *To cultivate an ecology of radical events, platforms and products that help regenerate the planet and contribute to a better world.*

Values:

- **Integrity** – *we are passionately ethical, honest and fair*
- **Inclusivity** - *we are a collective that welcomes all fellow human beings to join the fold, with respect, love, and kindness*
- **Imagination** - *we celebrate silliness, play, diverse ideas, new artists and art forms - because it's what makes us human*

Job Role:

As Kambe's Marketing & Administration Assistant, your role will be to support the MarComms Director in implementing the marketing strategies for each of Kambe's various events and projects - from our festivals to our event consultancy and the marketing of Kambe itself. The role will also include providing administration support to the wider team. We expect the role to be split, approximately, 60% marketing assistant duties, and 40% administration duties.

This role is full time and based out of our Bristol office. You will, however, be expected to be available to work on site at our events which will include weekends and nights. As a guideline, this will be approximately 7 days on site in 2022 but we expect this to increase in future years.

We are looking for someone to grow and develop their career with Kambe Events and to be a central part of the company and its future.

Marketing Responsibilities include

- To assist the MarComms Director in implementing the marketing strategy for each of Kambe's events and projects in a coordinated manner
- To manage the public enquiries inbox on a daily basis and respond as and when necessary to queries and issues
- To assist in the production of marketing assets (print and online) using Photoshop and/or InDesign
- To write, proofread and edit engaging and effective copy in the established tone of voice for each event or project
- To produce monthly reports documenting the performance of the marketing strategies
- To populate and monitor the various social media channels for our events (Twitter, Facebook, Instagram and our Shambala phone app) and respond as and when necessary to queries and issues

- To stay abreast of new social media platforms and communication channels that may add value to Kambe’s marketing strategies
- To help manage, create and curate content for the websites under the Kambe umbrella
- Assisting with the writing of monthly newsletters and email campaigns
- To help manage our online photography and press gallery
- To work with our bookers and venue/area managers to collate line up assets for our festival programme and phone app

Administration Responsibilities include

- Supporting the Production team with ticket administration
- Supporting the Trader & Concessions team’s administration processes
- Providing meeting support to various departments – from writing agendas through to taking minutes
- Co-ordinating lost property post-event – from managing the inbox to ensuring safe and timely return of items
- Supporting the Site team with various requirements from data entry to assisting with production schedules
- Supporting the Merchandise team with order fulfilment

About You

Personal attributes:

- A thoroughly good egg
- Creative, highly organised and able to multi-task
- A passion for festivals
- An interest in sustainability
- An awareness of inclusive language and a desire to help amplify marginalised voices
- The ability manage your time efficiently and work to tight deadlines

Essential Skills & Experience:

- Excellent copywriting and proof reading skills, including the ability to ‘switch’ tone of voice dependent on which project you are working on
- Experience of social media content creation and community building across Facebook, Instagram and Twitter. (If you’ve not worked in a professional social media role before, but are amazing at making your own creative and original content for your personal social media channels, we’d still like to hear from you!)
- An awareness of social media trends and an interest in emerging social media platforms
- Prior experience in an administration role
- Fully competent with the full Microsoft Office Suite, Dropbox, Google Docs etc
- An eye for design

Desirable Skills & Experience:

- Experience in setting up targeted adverts and paid promotions on social media
- Experience of managing websites through Wordpress
- Experience of using design software such as Photoshop
- Experience of using newsletter software such as Campaign Monitor or MailChimp

- Experience of optimising SEO
- Experience of project management software such as Asana
- Ability to last a week on a festival site without a bacon sandwich!

What We Offer

- £19,000 - 21,000 per annum, dependant on experience
- Annual leave of 33 days including bank holidays
- Pension Scheme
- Company Profit Bonus Scheme
- A friendly and supportive work environment
- A part in an innovative and ethical organisation with pioneering sustainable practices
- The opportunity to be part of a growing organisation that aims to become majority employee owned
- Annual team retreats and the opportunity to attend various events
- Training and personal development opportunities
- A flexible working environment
- Incredibly good office playlists
- We solemnly swear to never make you wear office attire

How To Apply

Please submit your CV and a cover letter explaining why you are suitable for this role by 5pm on Friday 26th November 2021 to info@kambe-events.co.uk

Applicants will be shortlisted and notified by Friday 3rd December.

Interviews will be held on Thursday 9th and Friday 10th December in Bristol.

Please be available for interview on these dates and make this clear in your cover letter along with the earliest date that, should you be successful, you will be able to begin employment.

We would like the successful candidate to start in mid January 2022.

Kambe Events operates under UK Employment Law and we will require evidence of your right to work in the UK at interview stage.

Equal Opportunities

It is the policy of Kambe Events to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability, or union membership status.

Furthermore the Kambe Events will ensure that no requirement or condition will be imposed without justification, which could disadvantage individuals purely on any of the above grounds.



The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

Kambe Events is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. All staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.