



LINCOLN BOOK FESTIVAL - FESTIVAL ASSISTANT (FREELANCE)

Job title: Festival Assistant
Responsible to: Festival Project Manager
Location: Lincoln based

CONTEXT:

Lincoln Book Festival has recently secured funding from Arts Council England to support its ambitions to develop its audience, engaging a younger, more diverse audience in the city and deliver activities that reach beyond the city-limits and engage people right across Greater Lincolnshire.

This festival contains a variety of different literary genres and formats, including children's and young adults' fiction, journalism and contemporary fiction, along with workshops, competitions and family events. Lincoln Arts Centre is proud to be the principal partner and to act as the Lincoln Book Festival's hub during its four-day run packed with events and activities for booklovers. The aim is to develop a diverse audience for Lincoln Book Festival 2025 which will take place 2nd-5th October.

ROLE:

We are seeking a Festival Assistant to help us run the next Lincoln Book Festival in October 2025.

This is a hands-on role for someone who is looking to gain experience working on a Book Festival. The chosen candidate will demonstrate a keen desire to work within literature and the arts in a busy festival context.

Lincoln Book Festival (LBF) is managed by a freelance Project Manager and a voluntary board of trustees overseen by a steering group. The Festival Assistant will play a crucial role in the delivery of the festival during the days of the festival itself.

The Festival Assistant is a varied role incorporating elements of admin, event management, evaluation and marketing. It would ideally suit a recent graduate or an early career professional looking to gain more project/ festival experience.

RESPONSIBILITIES:

- Support the Project Manager and Arts Centre team in the delivery of the festival programme.
- Be the point of contact for specified authors/ artists/ venues at the festival.
- Helping with Festival receptions
- Preparing welcome packs
- Responsibility for specified artists / organisations liaison and welfare during the festival.
- Assist with administration, promotion and the day-to-day running of the festival production.

- Assist with logistics in relation to setting up and take down, installations, displays and talks.
- Assist with hospitality requirements, travel and accommodation arrangements for selected artists and performers.
- Assist with Health and Safety requirements.
- Assist with marketing including producing content for social media.
- Support the evaluation of the festival, including data collection and entry.

TIMESCALE:

This role covers the period Wednesday 24 September- Friday 10 October 2025.

LINCOLN BOOK FESTIVAL DATES:

Thursday 2 – Sunday 5 October 2025

FEE:

The total fee for the role is £500 (~40 hours @ £12.20 an hour (Living Wage))

EXPERIENCE AND SKILLS

- Experience of working in an arts/ festival environment
- A passion for the arts, literature and creative and cultural experiences
- Experience of working with authors, artists and venues
- Excellent organisational skills including the ability to prioritise and juggle multiple tasks
- Excellent attention to detail
- Motivated, proactive and good use of initiative
- Self-motivated, positive, flexible and reliable
- Good communication, diplomacy and people skills (in person and written)
- Ability to take a creative approach to problem solving and challenges
- Computer literate including good working knowledge of Word, Excel and Facebook and Instagram promotional tools
- Flexible re: working hours – including evening and weekend work during Festival (2-5 October 2025)

FREELANCE STATUS

- You will be responsible for paying your own tax and national insurance. You should also have your own Public Liability Insurance.

HOW TO APPLY

- Complete this Microsoft form: <https://forms.office.com/e/t11gRQXPVa>

DEADLINE FOR APPLICATIONS:

Monday 8 September (noon)

Interviews will be held online on Tuesday 23 September