

Event Coordinators for the Asia House Bagri Foundation Literature Festival 2019

We are currently looking for enthusiastic and confident individuals to assist in set up and on-site logistics for Festival events.

The 13th Asia House Bagri Foundation Literature Festival will take place 7th September to 13th November 2019. Over the years we have had the pleasure of welcoming a variety of exciting speakers such as Elif Shafak, Min Jin Lee, Nish Kumar, Amitav Ghosh, Nadiya Hussain etc. Our festival promotes words, stories and ideas from Asia and the diaspora.

As a coordinator, you will gain invaluable skills and experience in events and logistics management, while contributing to making our festival a continuing success. The festival pays an hourly rate – more details on application.

Duties:

- Welcoming, checking in and directing guests
- Dealing with guest queries quickly and efficiently
- Welcoming and looking after speakers
- Handling microphones for Q&A sessions during events
- Surveying guests at our events

What we're looking for:

- A positive and enthusiastic attitude
- Confidence
- Strong communication skills
- Initiative and common sense
- Ability to stay calm under pressure
- Fluency in English
- Individuals who are available to work on weekday evenings from 7th September to 13th November. Please note you will not be required to work at all festival events and we can be flexible dependent on your schedule. However, a commitment to working at a minimum of 5 events during the festival period would be helpful.
- Please note we are not able to offer UK visa sponsorship. As this is a freelance role, you will be responsible for your own tax and NI contributions.

How to apply:

Please send your CV and Cover Letter to arts@asiahouse.co.uk, with reference to this particular role in the subject line.