



JOB DESCRIPTION

Role: Procurement Coordinator

Reports to: Head of Site, Head of Site Facilities & Procurement

Roles Responsible for: Procurement Assistant

Primary Location: Boomtown HQ, Bristol

Remuneration: Office Rate £170, Onsite Rate £200,

Contract Total: £29,230 (Freelance)

Contract Term: 19/01/2026 - 30/10/2026

COMPANY DESCRIPTION

Boomtown is an organisation with unrivalled artistic output, cutting edge production and cultural comment. Founded in 2009, the organisation sets about giving people the most immersive and creatively driven, truly independent arts festival. A place that inspires people to go forward and create positive societal change beyond the event itself.

Headquartered in the heart of Bristol, Boomtown is an annual five-day music festival held at the Matterley Estate (Nr. Winchester, Hampshire) in the rolling hills of the South Down National Park. For more than a decade, the organisation has offered its audience extraordinary experiences through the programming of visual arts, mind-bending set designs, a multitude of music styles and site-specific theatrical performance.

Charity, Education, Environment and Social Awareness is an integral part of the ethos of Boomtown with the festival being a driving force and platform for challenging societal norms and raising awareness on key issues that face the world today. In 2019, the organisation took unprecedented steps by partnering with TreeSisters, a global network of women passionate about achieving restoration of our tropical forests, to plant a tree for every attendee of its Festival that year (c.70,000 trees). This is just one example of the numerous charities and partnerships the festival and company engages with frequently to influence positive change in the world.

ROLE DESCRIPTION

Boomtown is seeking an organised and proactive Procurement Coordinator to oversee the sourcing, purchasing and management of key infrastructure assets and materials required to deliver the festival's site operations.

The role will support the Site team by managing procurement and logistics for cabins, containers, tents, plant, vehicles, scaffolding, materials and miscellaneous site items. The Procurement Coordinator will also be responsible for tracking on-site assets, managing interdepartmental infrastructure requests, and maintaining accurate procurement documentation and supplier relationships.

The ideal candidate will have excellent organisational skills, a strong understanding of temporary event infrastructure, and experience coordinating procurement across multiple suppliers and departments.

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KEY SKILLS AND EXPERIENCE

You will be a highly organised and motivated individual with a keen eye for detail, strong communication skills and practical experience in procurement or logistics for large-scale events.

Essential Skills & Experience

- Proven experience in procurement or logistics coordination for large-scale outdoor events or construction projects.
- Strong organisational and administrative skills with excellent attention to detail.
- Confident communicator able to build and maintain strong relationships with suppliers and internal teams.
- Proficiency in spreadsheets (Google Sheets).
- Ability to work independently and manage multiple concurrent projects.
- Practical understanding of event infrastructure such as plant machinery, cabins, tents and scaffolding.

Desirable

- Experience using procurement or asset-tracking software.
- Understanding of sustainable procurement and supplier management practices.
- Experience working in a festival or large outdoor event environment.

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RESPONSIBILITIES

At HQ (Bristol)

- Lead procurement and coordination of all festival infrastructure including cabins, containers, tents, plant and vehicles, scaffolding, yard materials and miscellaneous site supplies.
- Manage and track all internal interdepartmental infrastructure requests ensuring clear communication and timely fulfilment.
- Maintain accurate procurement databases, supplier contact lists and delivery schedules.
- Support the creation and management of the Site Coordinator Bible and advance documentation.
- Liaise with suppliers, confirm specifications, costs and delivery requirements.
- Ensure all purchase orders, invoices and contracts are correctly processed and tracked.
- Assist with budget management and cost forecasting.

On Site (Matterley Estate)

- Coordinate the delivery, allocation and tracking of all hired and purchased assets across site.
- Support the Site Co team in managing daily logistics and maintaining asset registers.
- Manage supplier coordination and problem solving during build, live and derig periods.
- Support Site Team in general logistics, yard organisation and material movement.
- Produce accurate post-event debriefs on supplier performance.

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WHY WORK FOR BOOMTOWN

- A cutting-edge event that is viewed globally as a leader in its field
- Opportunity to be part of something that is genuinely trying to make a difference in the world
- Work in a flexible and empowering working environment that encourages people to use initiative and act like responsible adults
- Be part of a team that truly loves what it does, works hard to achieve great things and has a lot of fun doing it
- You share our enthusiasm and ideals for delivering something spectacular and in doing so, striving to make the world a better place

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BOOMTOWN'S VALUES

- Respect Yourself: In a world that can make us doubt our own worth, we want to provide a space for self-empowerment and freedom of expression.
- Respect Each Other: In a world that is deeply scarred by the open wounds of racism and prejudice, we want people of all backgrounds, beliefs, ages, gender identities, sexual orientations, abilities and races to know that you belong and are safe in our city.
- Respect the Planet: In a world that is burning, we call on our collective humanity to come together to find solutions and care for nature, as she cares for us.
- Creativity: In a world where conformity is valued over creativity, we want to provide a platform that nurtures artistic freedom and pushes the boundaries of creative expression.
- Connection: In a world where digital connection so often replaces physical connection, we cherish the depth of togetherness that comes from the gatherings of humans.
- Celebration: In a world that can so often feel overloaded with negativity, we want to celebrate the very best this beautiful planet and all humanity can achieve, in one almighty party where everyone's welcome!

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POST DETAILS:

The role is head office based (Bristol), 32 hours per week over 4 days, however, as with all positions within Boomtown, the role is required to live and work on site at the festival in Winchester for 7/8 weeks where longer working hours are required and duties outside of the role will be expected to be performed. It is anticipated that this will require approximately 45 days over 7/8 weeks to be on site in Winchester during the festival period.

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START DATE: January 2026

- Accommodation and meals will be provided while working on site.

How to Apply: Please send a CV and cover letter to job@boomtownfair.co.uk with the job role as the subject.

