



JOB DESCRIPTION

Role: Site Facilities Manager

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

Roles Responsible for: External Contractors, Onsite Coordinators

Primary Location: Boomtown HQ, Bristol

Remuneration: £37,500 - £40,000 p/a DOE, PAYE Fixed Term 05/01/2026 - 05/01/2027

- - -

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 experienced Site Facilities Manager to lead on the planning, coordination and delivery of the festival's core site infrastructure – including temporary power, water and waste systems. Alongside assisting in drafting the festival's site plans using Vectorworks CAD software.

The role combines both office-based planning at Boomtown HQ in Bristol and hands-on leadership onsite during the build, live event and derig phases at the Matterley Estate.

The successful candidate will have significant experience managing infrastructure for large-scale greenfield events, excellent technical knowledge, and strong leadership and coordination skills.

This is a key role in ensuring the festival's operational backbone is robust, efficient, safe and sustainable, while supporting the continued development of site-wide infrastructure systems for future events.

KEY SKILLS AND EXPERIENCE

You will be an organised, technically minded professional with proven experience delivering complex temporary infrastructure projects. You will have proven Vectorworks drafting skills and exceptional communication and leadership skills and a proactive approach to planning and problem solving.

Essential Skills & Experience

- Previous experience in site or facilities management for large-scale greenfield events.
- Advanced Vectorworks proficiency – including the ability to draft, manage and update detailed CAD plans of event infrastructure.
- Strong technical knowledge of temporary power, water and waste management systems.
- Excellent project and contractor management skills.
- Strong understanding of Health & Safety and environmental compliance.
- Proven ability to manage budgets, contracts and service providers.
- Highly organised, adaptable and confident working under pressure in fast-paced environments.

Desirable

- Experience contributing to Event Management Plans (EMP) and attending Safety Advisory Group (SAG) meetings.
- Commitment to sustainable infrastructure and energy management practices.

RESPONSIBILITIES

At HQ (Bristol)

- Lead on the planning and coordination of the festival's core infrastructure, including temporary power, water and waste systems.
- Develop and maintain the master infrastructure site plan using Vectorworks, producing detailed drawings and layers for each infrastructure element.
- Collaborate with internal departments and external contractors to ensure accurate and integrated site layouts.
- Contribute to the development and refinement of infrastructure systems and processes for future events.
- Prepare and manage documentation for compliance, licensing and planning purposes (including EMP contributions).
- Manage procurement, budgets and contracts for infrastructure suppliers and services.

On Site (Matterley Estate)

- Oversee the installation, management and operation of temporary power, water and waste infrastructure.
- Lead infrastructure contractors and help coordinate daily activities with Site Management and Control teams.
- Monitor safety, compliance and performance standards throughout build, live and derig.
- Act as a key point of contact for infrastructure during the event, ensuring responsive issue resolution.
- Liaise with local authorities, safety officers and environmental teams to maintain compliance and best practice.
- Produce detailed debrief reports and recommendations post-event.
- Complete all onsite updates required to the Vectorwork Site plan.

- - -

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

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!

- - -

POST DETAILS:

The role is head office based (Bristol), 40 hours per week over 5 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 of role will be expected to be performed. It is anticipated that this will require 60 days over 9 weeks to be on site in Winchester during the festival period.

START DATE: January 2026

HOLIDAY: 20 days plus Bank Holidays

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.

