



## Office Manager & Executive Coordinator – Boomtown

**Location:** Bristol HQ

**Working Days & Hours:** 4 days, (Mon to Thurs) 9am - 5pm

**Start Date:** May 2026

**Contract Type:** Permanent - Part Time

**Salary:** £24,000 per annum pro rata; (£30,000 Full-Time Equivalent)

### About Boomtown

We are a creative organisation producing one of the UK's most ambitious festivals. Each year, we build a temporary city packed with music, theatre, art, sustainability initiatives and immersive storytelling. Our aim is to inspire creativity, connection and collective action - delivered collaboratively with partners, artists, guests and local communities.

### About the Role

Boomtown is recruiting a dedicated Office Manager to ensure our Bristol HQ runs safely, efficiently and to a consistently high standard throughout the year. This is a substantive operational role encompassing facilities management, health and safety compliance, supplier and contractor coordination, onboarding support, and hands-on logistical work in the build-up to our annual festival.

The role sits at the heart of the organisation, keeping the environment functional and compliant, and enabling the rest of the team to focus on delivering Boomtown's creative and operational work.

### What You'll Do

#### Facilities & Office Operations

- Manage the day-to-day running of the Bristol HQ, ensuring a safe, functional and professional environment
- Oversee building maintenance and repairs, coordinating contractors and following up to completion
- Manage relationships with suppliers including cleaners, utilities, and building services
- Regularly audit the performance of the office cleaning team, ensuring standards are maintained and any issues are addressed promptly.
- Manage inventory and ordering of office supplies, equipment and kitchen consumables
- Maintain and manage office equipment including kitchen appliances, ensuring items are serviced, pat tested and in good working order
- Act as first point of contact for visitors, deliveries and incoming post

## **Health & Safety**

- Serve as the designated H&S lead for the Bristol office
- Maintain up-to-date H&S records, risk assessments and compliance documentation
- Own fire safety procedures — including fire alarm testing schedules, evacuation plans, and coordination with the building's fire safety systems
- Ensure PAT testing, first aid provision and other statutory requirements are met and recorded
- Ensure staff are aware of and adhering to current H&S policies and procedures
- Conduct regular office safety checks and flag any issues promptly

## **Festival Logistics Support**

- Coordinate the logistics of equipment transfers from Bristol HQ to the festival site during the build period — including office furniture, supplies and other operational items
- Liaise with the HQ teams to plan and execute equipment runs efficiently
- Manage the return, storage and condition-check of transferred items post-festival

## **People, Onboarding & Administration**

- Assist HR with the onboarding of new staff, including workstation setup, building access and induction logistics
- Coordinate IT support requests on behalf of the team and maintain IT inventory
- Support offboarding processes including equipment retrieval and access removal
- Provide ad-hoc administrative support to the senior leadership team as required
- Assist with meeting room coordination, document preparation and general office administration

## **Finance Administration**

- Supporting the finance function with basic data entry and document filing
- Assisting with the processing of invoices and expenses during busy periods

## **Compliance & Policy**

- Ensure office policies are maintained, accessible and up to date
- Support data protection and GDPR compliance in relation to office operations
- Maintain accurate records for audits, insurance and regulatory requirements

## **Executive Support**

- Take full ownership of ad-hoc tasks and "mini-projects" delegated by the MD, driving them from brief to completion
- Act as a resourceful problem-solver for the MD, tackling operational bottlenecks and finding practical solutions independently
- Follow up with internal teams and external partners to ensure key actions are moving forward
- Conduct quick-fire research and provide concise summaries to support decision-making

*Responsibilities may flex during the festival period. Any adjustments will be discussed individually and supported with appropriate notice.*

## **Skills and Experience**

We're looking for someone who takes genuine ownership of the spaces and systems they manage. You don't need a background in events - what matters is operational reliability, a proactive approach, and a clear understanding of why health and safety compliance matters.

### **Essential**

- Experience in an office management, facilities, or operations role

- Solid working knowledge of health and safety requirements in an office environment - including fire procedures, risk assessments and compliance
- Confident coordinating contractors, suppliers and maintenance - able to follow through to resolution
- Highly organised with strong attention to detail and the ability to manage multiple priorities
- Clear communicator - comfortable working with staff at all levels and with external contacts
- Proactive and self-sufficient - able to identify what needs doing and get on with it and see it through from initial brief to completion

#### **Desirable**

- Experience supporting logistics or equipment coordination (e.g. moves, transfers, events)

*If you don't meet every requirement but feel you can bring value to the role, we encourage you to apply.*

### **Why Work With Boomtown**

- be part of one of the UK's most innovative and creative events
- contribute to cultural, environmental and social impact
- work with a supportive, values-driven team
- flexible, trust-based working culture
- A team that supports one another and celebrates shared achievement

### **Our Values**

Respect Yourself | Respect Each Other | Respect the Planet | Creativity | Connection | Celebration

### **ROLE DETAILS**

#### **Hours:**

4 days/week, Monday–Thursday

#### **Holiday Entitlement:**

20 days + UK Bank Holidays + birthday day + extended Christmas break (pro rata)

#### **Additional Benefits:**

Pension scheme | Salary sacrifice for bikes and IT equipment | Enhanced maternity/paternity leave | 24/7 employee wellbeing support | Regular staff socials

### **How to Apply**

We welcome applications from people of all backgrounds and communities. If there are adjustments we can make to support you through the process, please let us know. We encourage applications from underrepresented and marginalised groups within the festivals and live events sector

Send your CV to [Job@boomtown.co.uk](mailto:Job@boomtown.co.uk) with reference **Office Manager 26**