



HQ Housekeeper – Boomtown

Location: Bristol HQ

Hours: 40 hours per week (flexibility around working hours required to avoid disruption to core HQ business hours)

Contract Type: Permanent

Rate/Salary: £27,000

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

We're looking for an Office Housekeeper to join our head office team. You'll help support the day-to-day running of the office, ensuring the workspace is clean, organised, and well-maintained to create a smooth-running, positive environment for the team.

What You'll Do

Daily Cleaning

- Vacuum and mop all office floors
- Wipe down desks, surfaces, and workstations
- Empty all bins and replace liners
- Dust shelves, windowsills, and fixtures
- Clean entrance areas and ensure they are presentable
- Deep clean toilets, sinks, and mirrors daily

Kitchen Upkeep

- Clean all kitchen surfaces and appliances

- Load and unload dishwasher
- Wipe down tables and chairs
- Ensure kitchen is clean and tidy at end of day
- Dispose of out-of-date / left over food from fridges on a weekly basis
- Maintain the coffee machine, ensuring beans and milk are always stocked, grounds are emptied regularly, the machine is cleaned daily, and system clean cycles are run as required

Bathroom Maintenance

- Ensure toilet areas and shower room are cleaned to the highest standard and stocked appropriately
- Check and refill soap, paper towels, and toilet paper throughout the day
- Deep clean toilets, sinks, and mirrors daily (as stated above)

Supplies and Stock

- Monitor stock levels of cleaning products, toiletries, and kitchen supplies
- Liaise with company EAs when stock needs to be ordered
- Receive and put away deliveries of supplies
- Stocking up the vending machine when items are running low

Post and Deliveries

- Collect and distribute incoming post
- Accept and log deliveries, notifying relevant teams
- Deal with any deliveries promptly, allocating to the appropriate storage area

General

- Report daily to the Executive Assistant, raising any concerns, stock requirements, and communicating any issues
- Keep storage and communal spaces tidy and clutter-free
- Report any damage, hazards, or repair needs
- Support with meeting room set-up and clear-down as needed
- Managing the ventilation and heating system so office is optimal temperature for staff

Scope and duties may vary during the festival build and show period. Needs and adjustments will be discussed in advance.

What You'll Bring

Your experience may come from festivals, events, arts organisations, community projects or other sectors. What matters most is your ability to:

- Previous experience in a housekeeping, cleaning, or facilities role
- High attention to detail and pride in maintaining a clean, welcoming environment
- Reliable, punctual, and able to work independently with minimal supervision
- Good communication skills and a friendly, approachable manner
- Ability to manage time effectively and prioritise tasks

- Comfortable with manual tasks including lifting and moving supplies
- A proactive, can-do attitude with willingness to go the extra mile

If you don't meet every requirement but believe you could make a meaningful contribution, 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
- opportunities to grow your skills in large-scale live events (*within role scope*)

Our Benefits:

- *Generous annual leave allowance including extra time off over Christmas and your birthday*
 - *Pension scheme*
 - *Salary sacrifice schemes for bikes (inc E bikes), and IT equipment*
 - *Enhanced maternity/paternity leave (subject to eligibility)*
 - *Employee wellbeing support including 24/7 counselling service*
 - *Regular staff socials*
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Our Values

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

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@boomtownfair.co.uk

Closing date: 1st July 2026

