



2026 Wigtown Festival Company

Role Description: Events Assistant

Background to the Role

Founded in 1999 as part of a social regeneration project, Wigtown Book Festival is now one of the UK's best-established literary gatherings, featuring around 250 sessions for all ages, and encompassing visual arts, music, and theatre as well as book events. The festival draws writers and audience members from far and wide, while continuing to platform the rich history and culture of Dumfries & Galloway. Since Wigtown Festival Company became a charity in 2007, the festival has won two Thistle Awards for tourism, the Arts & Business Scotland Community Award and a Creative Places Award.

Overview

The Events Team supports the preparation and delivery of the Wigtown Book Festival, which takes place from 25 September to 4 October. They assist the Producer in all logistical aspects of the festival, including setting up and managing venues, liaising with technical teams, coordinating hospitality, health & safety, occasional crowd management and stewarding at events, and pack-down at the end of the festival. The postholder is essential in helping to provide the safe and efficient delivery of events. This also requires regular and effective communication with colleagues. The postholder will report on a day-to-day basis to the Producer.

Place of Work

This post will be based for the duration of the contract at Wigtown Festival Company, 26 South Main Street, Wigtown DG8 9EH.

Terms

Payment is £13.45 per hour.

The role is freelance and temporary for the period: 17 Sept to 7 Oct 2026 inclusive.

The candidate must be available to work between 17 September–7 October (hours during this period may vary and will include weekends). Accommodation will be provided if required. The postholder shall be responsible for payment of all applicable taxes.

Duties of the Post

- Ensure all venues have all requirements in place, e.g. staging, lighting, power, heating.
- Liaise with the technical team to ensure the correct set-up is in place in each venue.
- Assist in venue set-up, management and de-rig.
- Be mindful of health and safety at all times and report any issues to the Producer.
- Assist with artist liaison, care, and hospitality.
- Assist venue team with crowd management and stewarding for busy events.
- Undertake any reasonable additional tasks as may be required by the CEO or Producer.

Skills & Abilities

- Computer literate with a working knowledge of Microsoft Office.
- Production and events experience desirable but not essential.
- Ability to manage and prioritise multiple tasks and respond flexibly as urgency requires.
- Excellent interpersonal skills and ability to deal with a variety of internal and external stakeholders.
- Ability to remain calm under pressure.
- A creative and problem-solving approach to work.
- Ability to work closely with colleagues and partners.
- Willingness to work long or antisocial hours on occasion as required throughout the festival.

Personal Qualities

- Excellent time management.
- Enthusiasm and eagerness to learn about the event management/festival environment.
- Articulate communicator.
- Flexible and highly motivated; a can-do attitude.
- Professional manner and appearance.
- Self-starter with the ability to work alone or as part of a team as required.
- Ability to use own initiative.
- Ability to develop and maintain effective working relationships with team members, contractors and volunteers.
- Creative, flexible and a personal ethos of continuous improvement.

How to Apply

Please apply to mail@wigtownbookfestival.com with a CV and covering letter outlining your interest in the role by **5pm on Monday 24th August**.

Please contact the office if you'd like to submit an application in an alternative format, e.g. video, or if you require any support with your application.