



## JOB DESCRIPTION:

### Programming and General Assistant

<b>Reports to:</b>	Director of Festivals and Programmes
<b>Salary:</b>	£24,000
<b>Pension:</b>	3% employer and 5% employee pension contribution
<b>Working Pattern:</b>	Fulltime, 40hrs, Mon-Fri with some weekend / evening work
<b>Contract type:</b>	12 months fixed term
<b>Holiday Entitlement:</b>	25 days/year, plus public holiday
<b>Employer:</b>	The WOW Foundation
<b>Place of Work:</b>	The WOW team is currently working remotely. When the team return to the office it will be in London, but all reasonable flexible and remote working requests will be considered.

## ORGANISATIONAL OVERVIEW

The WOW Foundation was established in May 2018 to run the activities of WOW - Women of the World. WOW is dedicated to building, convening and sustaining a movement of people of all genders who believe a gender equal world is both desirable and possible. The WOW Foundation produces festivals, events and programmes independently and in partnership - they are catalysts for change, celebrating what women, girls and non-binary people have achieved, having frank conversations about the obstacles that still exist and creating solutions together.

The first WOW Festival took place in 2010 and numerous further festivals have been held since then across six continents and in different regions of the UK. The WOW Foundation became independent in 2018 in order to further build and extend the WOW movement. We currently have festivals in many parts of South Asia, Australia, USA, Turkey, Brazil, as well as ongoing plans in Rotherham, Manchester, and Scotland.

Since Coronavirus changed the way we live and work in early 2020, The WOW Foundation has pivoted its work to become digital producers, creating online programmes independently and in partnership.

The WOW Foundation is a small team that relies heavily on positive colleague relationships, good communication, and the ability to raise any issues early in a positive and constructive manner.



## ROLE OVERVIEW

The Programming and General Assistant is a key role in The WOW Foundation - a small, creative organisation. Based inside the Programming team, this role will work to the Director of Programmes and Festivals in creating world class WOW festivals and events, and provide administrative support to ensure great administrative practice and efficiency across the organisation.

As Programming Assistant, this role will directly support the work of the Director of Festivals and Programming, focussing across the breadth of The WOW Foundation's role. They will support with research, ideas development, administration, booking, attending and minuting meetings and following up on actions; becoming embedded across the whole range of WOW's projects. They will work alongside other team members including the Senior Producer and Projects Assistant in project planning and delivery.

As General Assistant, this role will gain an understanding of the breadth of the organisation, and provide a cornerstone of general administrative support, working alongside and complementing other Assistant roles in the organisation and supporting the Executive and Operations Manager.

The role is central inside a small dynamic team. The ideal candidate will be aligned with The WOW Foundation's values and beliefs that a gender equal world is possible and desirable - and be better for everyone - and have an interest in the arts, diversity and intersectional feminism. The role will be an active part of a creative organisation, and would bring new perspectives and experiences into the team.

## KEY RESPONSIBILITIES

### WOW'S PROGRAMMES

#### Support for the Director of Programmes and Festivals

- Diary coordination and scheduling meetings
- Preparing relevant briefing notes, drafting agendas, minuting meetings, and following up on actions where required
- Organise and book all travel, accommodation and visas for Director of Festivals and Programmes
- Provide inbox management and support, prioritising emails, drafting responses, and following up



- Administrating Director of Festivals and Programmes expenses and petty cash claims
- Support WOW's Senior Programmer as required.

## **PROGRAMMING SUPPORT**

The Programming Assistant will work to the Director of Festivals and Events across all WOW's programmes:

- The WOW Foundation's festivals and events, both in person and digital including:
  - WOW London (annually in March)
  - International Day of the Girl (annually in October)
  - Development of the young Leader's Directory
  - WOW's Fundraising Events (year-round)
  - Creative Women's Forum (year-round)
  - WOW Podcasts (year-round)
  - WOW Sounds
  - Other events programmes
  - And any others events as they arise, at the direction of WOW's Director of Programmes
- The WOW Foundation's partner projects, both in person and digitally, including:
  - *Shameless!* Festival
  - WOW Live at the Royal Albert Hall.
  - And any others as they arise, at the direction of WOW's Director of Programmes
- Support the Director or Festivals and Programmes on WOW Global programmes, including:
  - Working collaboratively with partners on festival content and ideas
  - Maintaining good relationships with WOW curators and festival programmers
  - Working alongside the Projects Assistant to streamline The WOW Foundation's processes and communications to benefit the entire network.

### **Programming support includes the following tasks:**

- Researching contributors, audiences and ideas
- Proactively managing day-to-day administration, including maintaining relevant documents (using Google Drive).
- Scheduling internal and external meetings, including
  - Compiling agendas and booking meeting rooms
  - Prepare briefing notes, take minutes and follow up on actions where required



- Updating contact information, mailing lists and data in our CRM system Salesforce
- Running reports from our CRM system Salesforce
- Creating and maintaining necessary spreadsheets and internal systems ensuring they are kept up to date and are intuitive to use across the team
- Drafting contributor invitations and follow up communications
- Drafting speaker briefing notes and event joining instructions
- Supporting on creating guest lists, invitations and ticket allocations
- Preparing and issue speaker agreements
- Collating artist requests, including riders, backstage catering and travel requirements in accordance with WOW's Production colleagues
- Regular communication liaising with artists, speakers and event delivery partners
- Supporting Director of Festivals and Programmes in planning events for key global visitors and stakeholders around the festival including receptions, meetings and roundtables.
- Supporting internal communications, ensuring that the WOW team are kept abreast of programming plans in a timely and accurate manner
- Liaising with the Communications department to ensure programming plans are accurately shared, and to support the team in driving box office income from festivals and events
- Managing WOW's central inboxes including [schools@thewowfoundation.com](mailto:schools@thewowfoundation.com) and [hello@thewowfoundation.com](mailto:hello@thewowfoundation.com), and any others as directed by the Executive.
- Undertaking any other duties as directed by the Director of Festivals and Programmes

## GENERAL ADMINISTRATION

### Office Administration

- Overseeing the day-to-day administration of the office, including managing and ordering supplies, keeping shared spaces organised and tidy, and maintaining electronic filing systems (using Google Drive) and all physical record keeping.
- To complete any administration associated with any lease of office space, reporting to Executive and Operations Manager
- Booking meeting rooms for the team, preparing briefing notes, minute-taking and action log tracking
- Day to day health and safety including acting as Fire Marshal in office space



### **Company Administration**

- Supporting the Executive and Operations Manager with administration and diary co-ordination on behalf of the company, the Board and the Executive
- Coordination of all staff annual leave and absence requests
- Acting as a point of contact for all health and safety record keeping and related tasks
- Managing company post
- Alongside the Executive and Operations Manager, support on the development of the CRM including on preparing spreadsheets, inputting data and other tasks as they arise.
- Update and maintain any office systems such as action trackers, Gantt charts and archives, and proactively input suggestions to improve office systems.

## **PERSON SPECIFICATION**

### **ESSENTIAL**

- High-level research and administrative skills
- A curious mind
- Exceptional organisational skills with an ability to prioritise competing deadlines
- Excellent written and verbal communication skills
- Financially literate, with knowledge of basic budgeting tasks
- Confident at developing and maintaining a wide variety of project documentation
- High level of attention to detail
- Ability to work proactively with limited supervision
- Excellent people skills - including the ability to work with a broad range of both internal staff and external stakeholders (including at a senior level)
- Creative, innovative and solutions focused
- Excellent ICT skills including Word, Excel, PowerPoint, Google Drive
- Experience of writing and circulating meeting minutes
- Positive attitude and a 'can do' approach
- Committed to achieving high standards with the resources available
- Flexible approach to working, including the ability to work unsocial hours
- Interest in creativity and the arts, the work of WOW and a passion for change and intersectional gender equality



## DESIRABLE

- Experience using Salesforce, MailChimp (or other similar CRM systems)
- Practical experience of coordinating the delivery of events
- Track record of working with artists or speakers
- Experience of working in the arts and/or charity sector
- Knowledge of GDPR

***This job description is a guide to the nature of the work required, not an exhaustive list of duties. The Founder / Director, Executive Director or Director of Festivals and Programmes may, at any time, allocate other tasks which are of a similar nature and level.***

## HOW TO APPLY

Please send a CV plus a covering letter (no more than two pages) or a video (no more than three minutes) outlining why you are a good candidate for the role to [recruitment@thewowfoundation.com](mailto:recruitment@thewowfoundation.com) by 5pm on 1st July 2021. We also ask applicants to complete an anonymous Equality and Diversity Form [here](#). Please note that you are not obliged to complete any or all sections of this form.

Interviews will take place w/c 5th July on Zoom.

At The WOW Foundation we believe that collective contribution inspires a better, healthier and creative world. That is why it is at the heart of everything we do. We know that our differences enrich every part of our organisation and those we engage with, and create a culture based on equality of opportunity. We're committed to creating an environment of mutual respect where equal employment opportunities are available to applicants without regard to race, religion, sex, pregnancy status, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, and any other characteristic protected by applicable law.

We aim to drive positive engagements that create and foster a diverse and inclusive environment and we seek to recruit, develop and retain the most talented people from a diverse pool of candidates.

We believe that we must recruit the best person for the job and that discrimination sometimes prevents this from happening. We recognise that because of systematic inequality, some people may have missed out on chances to gain experience. WOW operates a guaranteed interview scheme for any applicants who meet the job specification and declare a disability in their covering letter/video application. We will



provide any relevant support required for interviews, for example BSL interpreters or captioning, upon request.

Candidates will be selected based on merit, however in the event of a tie or two equally matched candidates we will select the candidate with lived experience of the issues, communities and causes WOW is seeking to address through our work and festivals. We are an organisation that welcomes everyone and it is important to note that the intersections of your identity will not increase or affect the amount of labour (both work labour and emotional labour) you are asked to do. If you wish to draw on your own lived experiences that will be both encouraged and supported, but it is not nor ever will be a prerequisite of this role.

**Start Date:** At your earliest availability