



## **Event Management Intern for CarFest South 2021**

**Festival Dates: Friday 27<sup>th</sup> to Sunday 29<sup>th</sup> August**

<https://carfest.org/>

### **Location**

- ❖ CarFest South
- ❖ Laverstoke Park Farm, Overton, Hampshire, RG25 3AB
- ❖ Your own car is essential for this position

### **Job Description**

We are looking for a bright, personable, hardworking, detail focused and enthusiastic intern to start ASAP, working one day a week until Monday 3<sup>rd</sup> May where you will then be needed three days a week to the 5<sup>th</sup> July and then full time Monday to Friday throughout July and August.

On the week of the event, the candidate will need to work straight through from Monday 23<sup>rd</sup> to Sunday 29<sup>th</sup> August 2021. This particular week will be manic, very long hours and pressured and therefore require a lot of energy, patience and thinking on your feet! The final week will commence from Tuesday 31<sup>st</sup> – Friday 3<sup>rd</sup> September 2021 and will involve completing budget spreadsheets, stock takes and being involved in the breakdown of the event.

The candidate's primary role will be to organise, manage and run our free fun foodie workshops that have a throughput of approximately 8,000 places over the 3 days. You will also be the primary point of contact for all Laverstoke Park Farm volunteers; coordinating their shifts, responsibilities, briefings, passes, T-shirts and much more. Therefore, you must be competent at colour coded spreadsheets, be able to budget and track costs, and remain patient and cheerful at all times! Attention to detail and perfect spelling and grammar are essential.

Seeking sponsorship is also a key skill - so either through donations of products for the workshops or cash sponsorship to cover out of pocket costs etc. The amount needing to be raised is approximately £7,500.00.

Brand Events Ltd is the overall event organiser, but as the host, we have a lot of responsibility also. Therefore, you will have quite a lot of interaction with Brand Events, as

well as sponsors, suppliers and volunteers of the festival. For this reason, this is a great opportunity for anyone looking to gain invaluable experience within the exciting world of events!

Laverstoke Park Farm does not make any profit hosting CarFest or running the workshops; this is our donation to the charities. As such, our budget is small.... But our ambitions are high and we want to raise as much money as possible for the charities whilst making sure people have as much family friendly fun as possible in the process!

Our previous Winchester Uni intern worked on CarFest for two consecutive years and graduated top in the class and with a first!

***Pay Rate: National Minimum Wage (2020)***

If this position interests you or you would like to find out some more information, please send Alison an email on [alison@laverstokepark.co.uk](mailto:alison@laverstokepark.co.uk)