Glastonbury Festival 2027 – Procurement Assistant – Fixed Term Contract

Based at	Worthy Farm, Pilton, Somerset, BA4 4EE
Reporting to	Site Manager
Duration	5th April 2027 – 16th July 2027
Hours	*Full-time role primarily based at Worthy Farm Offices. During the busy period additional hours may be required with evening and weekend work expected during June and early July.*
Pay rate	£15 Per Hour

Duties;
Assisting the purchasing manager with all orders from the area organisers on site at the festival. Working with suppliers and approaching new suppliers to maintain accounts for easy ordering. Making sure orders are processed on time.

Main duties of the successful applicant:

- Maintaining supplies database with order
- Creating PO's for all supply orders
- Co-ordinating with different areas on site for their supply orders and managing their expectations on delivery times
- Purchasing items of low and large value for the site working with the purchasing lead on budgets and cost analysis

Primary duties to include

- Contacting suppliers regarding pricing and negotiating costs.
- Processing signed off area requirements and inputting data into the database.
- Liaising with the Stores Manager regarding stock requirements.
- Management of hired goods with an effective signing in and out process.
- Placing orders and planning delivery schedules to suit requested delivery dates for Areas.
- Liaising with crew and area organisers
- Purchasing products with cost and sustainability in mind.
- Processing invoices using best practice, keeping an accurate record of all invoices being processed.
- Resolving invoice queries.

Other duties to include

- Write up of handover information for show days to be added to the Site Bible.
- Deliveries and any other related business for the following day to be discussed at the PM meetings.
- Accurate record keeping of any additions/last minute requests and problems that occur for debrief and improvement in future years.
- Assisting Jaz with other aspects of the pre-production such as system design or double checking of lists as required.
- Shift working over show days to assist with the continued operation of the Site Office.

Requirements

- Understanding of Excel and file maker (training will be offered for filemaker).
- Good workload management
- Ability to work to a tight schedule and under time pressured restraints.
- Excellent communication skills
- Excellent record keeping and logging.
- Excellent IT skills

Additional Info:

The role will involve some weekend work over the festival period. The role is based at our offices in Pilton.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

If you require any reasonable adjustments as part of the recruitment process or when employed, then do let us know.

In order to work for Glastonbury Festival, you must have the Right to Work in the UK. Individuals from outside the UK must be in possession of a work permit to allow them to take up employment. For more information, please visit the Government's Working in the UK website. As most roles are for a short period, our ability to gain a UK work permit for potential employees from outside the UK is extremely limited.

Information submitted via this application is held by Glastonbury Festival Events Limited under the provision of the General Data Protection Regulation for a maximum of 12 months. We will process your information in accordance with our privacy policy, and we will not pass your details on to any other organisation. For more information, please visit https://glastonburyfestivals.co.uk/privacy-policy/

For further information and to apply, please email a copy of your CV and covering letter to **hr@glastonburyfestivals.co.uk by 30th November 2026**