

Job Title and Location

Trainee Festival & Event Manager in Oundle (near Peterborough).

Job Type

Permanent full-time role

About NewWave Events

NewWave Events are an established professional events company who provide team building events and evening entertainment. We specialise in Dragon Boat Racing and 80% of our summer events are dragon boat events. We currently have a small full-time office team and we employ over 50 part-time staff in the summer months. We are a modern, fresh and evolving team who are excited to welcome an additional member of staff. So, if you would like to be a part of a growing business and one of the UK's leading dragon boat events providers, take a look at the below and we'd love to hear from you.

Summary of the Job

We are seeking a highly organised and adaptable person to help to manage, promote and plan our 5 major annual dragon boat festivals. You'd also assist with general event logistics and ensuring seamless event execution during our summer season. The role begins at trainee level, with the trainee designation removed once full competency is achieved. We anticipate the trainee period lasting 12 months, with progression based on demonstrated skills in planning, relationships, on-site management, and safety compliance.

This role combines office-based planning with hands-on event management training, offering a varied schedule that includes both operational coordination and on-site delivery. Each day will present fresh challenges, from managing suppliers and coordinating resources to problem-solving on site—making it ideal for someone who thrives in fast-paced, ever-changing environments.

Hours

In the summer season (May-October), no one week will be the same but you will be required to work most weekends and approx. 3 week days per week. Hours will vary depending on the events but you would receive a calendar for each month 4 weeks prior. Winter hours are Monday-Friday, with hybrid working options and a condensed 4-day work week where appropriate.

Pay

Ranging from £24,500 - £27,000 per annum, depending on experience.

Trainee Festival Management Role

This is a fast-paced, hands-on role perfect for someone who thrives in dynamic environments and enjoys seeing an event come to life from planning to delivery.

The day-to-day role would consist of;

- Coordinating festival promotion and updating marketing materials
- Booking and liaising with suppliers, sponsors, and supporters

- Creating and managing invoices for all relevant parties
- Helping to manage festival entries using our in-house entry system and communicating with all entries
- Updating site plans, and refining event management plans
- Collecting and reviewing RAMS (Risk Assessment Method Statements) from relevant parties and attending SAG (Safety Advisory Group) meetings
- Keeping in touch with local media and creating unique press release to support the pre and post event promotion
- Assisting to oversee event operations and ensure smooth execution
- Evaluating success and capturing key insights for future improvements
- You may also be asked to assist in other office-based tasks where necessary

Events

The events side of the job role is to work as part of our exceptional summer event team to ensure that all events are executed to an excellent standard in a safe manner and are a credit to the reputation of NewWave Events. This part of the job involves new people, locations and experiences every day as you deliver amazing events and create lifetime memories for our attendees and staff.

The day-to-day role on events would consist of;

- Driving vans and travelling with crew to different locations across the UK which includes early starts and late finishes
- Towing the boat trailers – training will be provided
- Working as part of a team to set-up and de-rig all event equipment
- There are lots of different roles on our event days so you would be trained in all of them and could be required to work in any of them on any event
- Roles include; Event Manager, Boat Marshal, Helm (steering the boats), Race Starter, Finish Judges.
- Providing excellent customer service to our clients whilst promoting NewWave Events and its corporate image
- Being health and safety aware and communicating with our on-site medics and rescue team throughout
- Managing other staff members on events
- Some events require over-night stays. In this case, food, accommodation and travel will be provided.

Desirable skills and experience

Full training will be given but the successful candidate may have the below qualities;

- **Full UK driving license is required**
- Excellent organisational skills
- Outgoing personality and confident in dealing with people at all levels
- Able to work alone and as part of a team
- Be a confident driver and capable of heavy lifting
- An interest in the events industry and enthusiasm to learn new skills
- Experience working in a fast-paced, hands-on environment
- Attention to detail and problem-solving skills

- Willing to work hard and contribute new ideas to the business

Benefits

We're a close-knit, supportive team who value clear communication, a sense of humour, and a 'can-do' attitude. You'll be joining a team that celebrates success together and supports each other through busy periods.

We offer more than just a salary. When you join NewWave Events, you become part of a team that's supported both professionally and personally as well as having the following benefits;

- Opportunity for an annual performance-based bonus
- Hybrid working options
- A condensed 4-day work week where appropriate
- Annual team Christmas Party
- Annual Summer aqua park day out
- 28 days holiday allowance (in addition to bank holidays)

If you think you could be an asset to our team, please send your CV to info@newwave-events.co.uk and explain in the cover email why you think you'd be a good fit for us.

Visit www.newwave-events.co.uk and www.dragonboatevents.co.uk for more on us.