

**EVENTS ASSISTANT**

**Part time - 28 hours per week (core hours 09:30-17:30)**

**Contract from January 2026 - June 2026**

**Salary up to £19,200 (£24,000 FTE) per annum pro rata**

**Location: NFTS Beaconsfield, office based**

First established in 1971, the National Film and Television School (NFTS) has evolved to become a leading global institution, developing some of Britain and the world’s top creative talent in film, television and games. It is widely acknowledged to be the top school of its kind in the UK and one of the best internationally, being named as one of The Hollywood Reporter’s top international film schools for over a decade. The NFTS is a registered charity (313429).

We are currently recruiting for an **Events Assistant** to join our busy Events team, and provide administrative and events assistance to the Events Manager in the planning and delivery of the NFTS Graduation Showcase and Ceremony (delivered week commencing Monday 3rd March) and the NFTS Annual Gala (15th June).

The NFTS Graduate Showcase celebrates the culmination of over 500 students’ work towards inspiring and original short films, TV shows, commercials and games and is an opportunity for members of the screen industries to see the work of our graduating students and meet the next generation of film, television and games makers.

The NFTS Gala is a black-tie celebration where major figures from in front of and behind the camera come together to raise much-needed funds to support students to attend NFTS.

For further information about this role and information on how to apply please visit <https://www.nfts.co.uk/nfts-jobs>.

The closing date for applications will be **2nd November 2025.**

Please note that we are unable to sponsor candidates for this role, so we are only able to accept applications from candidates who are able to demonstrate their right to live and work in the UK.  If you do not have the right to work in the UK, we will not be able to progress your application.

*At the NFTS, people are at the heart of what we do. We’re an inclusive employer and are committed to equality of opportunity, and building a culturally diverse workforce. We are committed to being an anti-racist organization and to increasing our representation of staff from Black, Asian and minority ethnic communities. We strongly encourage applications from all backgrounds.*

**JOB DESCRIPTION**

**Reporting to:** Events Manager

**Purpose of the Role:**

To provide administrative and events assistance to the Events Manager in theplanning and delivery of a NFTS Graduation Showcase and ceremony (Monday 2nd March – Friday 6th March), and NFTS Annual Gala (15th June).

**Core duties and responsibilities include, but are not limited to:**

* Monitoring of department email inboxes and dealing with all enquiries.
* Assist with the planning and delivery of events including all related administrative duties.
* Assist with the recruitment and supervision of students for events.
* Liaise with external contacts/attendees.
* Attendance required at both events with overnight stays possible in London.
* Some evenings involved.

**Essential skills**

* Highly organised with exceptional attention to detail and able to multi-task and prioritize effectively.
* Accomplished Proof-Reading abilities.
* Excellent verbal and written communication skills.
* The ability to collect, gather, analyze and present information clearly and concisely.
* An excellent command of English (spelling and grammar).
* Computer literate, with strong capability in Excel, Word, PowerPoint and Outlook.
* Excellent time management skills.
* Ability to work under pressure.

**Desirable skills:**

* Knowledge of the media / creative industries (Film, TV, Games).
* Knowledge of Eventbrite software and Google Forms/Drive.
* Educated to A-Level (or equivalent).

**Person specification:**

* Enthusiastic, proactive and hard-working – a ‘positive can-do attitude’.
* Able to work on own initiative.
* Bright and self-motivated.
* Polite, confident and personable.
* Able to work well as part of a team.
* Able to work some evenings at events.
* Able to work flexibly.

**Additional Information**

In lead up to both events and on event days themselves, there may be additional hours required, time off in lieu may be taken for these.