

Wildscreen Festival; Conference Production Assistant

Role Overview

We are looking for a dynamic, highly organised individual who thrives in a fast-paced live event environment and enjoys getting stuck in. This role would particularly suit someone interested in starting a career in live events, festival production, or conference production.

The conference production assistant is a key supporting role within the Wildscreen Festival team, helping deliver the industry programme across two key talks spaces within the main Festival venue. The programme includes headline talks, screenings, panels, masterclasses, networking events, and live sessions featuring internationally recognised speakers and industry leaders from across the natural world storytelling film, TV and content sector.

You will play an important role in ensuring the key industry session content runs smoothly on-the-ground throughout the festival, supporting speakers, moderators, delegates, production teams, and technical teams to deliver a seamless event experience. Our Festival Producer is based remotely so you will be supported by them but you will be the main point of contact on the day for speakers and the production team.

The nature of live events means the environment is constantly evolving, so we are looking for someone who is calm under pressure, adaptable, proactive, and solutions-focused. A strong attention to detail, excellent communication skills, and a positive, can-do attitude are essential.

This is a fantastic opportunity to gain hands-on experience at the world's leading wildlife and natural world storytelling festivals, while making a meaningful contribution to an event that champions conservation, inclusion, and the power of storytelling.

Key Responsibilities

In the lead-up to the Festival you'll be working closely with the Content Team, including the Festival Producer and CEO, to support the planning and delivery of the Wildscreen Festival programme, including but not limited to:

- Communicating with speakers to obtain signed contracts and speaker forms
- Chasing and filing panel assets such as clips, presentations, images, sponsorship deliverables, and supporting materials
- Filing headshots, speaker information, and programme updates

- Supporting programme updates internally and externally via our online programme and Festival platform, Eventive
- Creating and managing session call sheets
- Creating and editing holding slides
- Preparing daily running orders for the Wildscreen team and technical production teams
- Supporting speaker travel, expenses, and pass allocation alongside the Festival Assistant

During the Festival you will be:

- Supporting the remote Festival Producer, being her eyes and ears on the ground
- Managing and briefing production volunteers
- Acting as a key point of contact for speakers and guests, including supporting tech checks and green room management
- Assisting with stage set-up and Q&A logistics
- Supporting last-minute administrative updates, including reviewing holding slides and ensuring all assets are correctly catalogued
- Liaising with the technical production team to ensure updates are logged and implemented
- Liaising with the Marketing and Communications team to ensure programme changes are updated and published promptly
- Supporting the smooth running of the two industry talks room, session transitions, and audience flow
- Assisting delegates, speakers, moderators, and technical teams throughout the event
- Assisting in the monitoring of the live-stream and notifying team members to solve problems if needed.

Skills & Experience

- At least two years' experience in office administration, live events, hospitality, retail, or runner-based roles

- Strong knowledge of Microsoft Office, particularly Excel, alongside Google Docs, Dropbox, and Zoom
- Experience of using Eventive is highly desirable
- Ability to manage high volumes of information and correspondence in a demanding environment
- Excellent organisational skills with the ability to prioritise tasks and problem solve under pressure
- Excellent written communication, proofreading, and attention to detail
- Strong interpersonal and verbal communication skills with confidence communicating across a wide range of stakeholders
- Positive, flexible, and enthusiastic approach to teamwork and live event delivery

Contract Details

- Fee: £3,000 fixed fee.
- Start date: Week commencing 1 September 2026, initially part time, moving full time closer to the event.
- **Location:** Hybrid working. Minimum 2 days per week in our central Bristol office.
- Candidates must be fully available during the Festival period: Sunday 18 October– Thursday 22 October 2026
- The role will require occasional evening and weekend work, particularly during the Festival period
- During the live event there will be early starts and late finishes to prepare for the following day's programme