



We Out Here 2025

Having taken our name from the 2018 Brownswood Recordings compilation 'We Out Here'; a calling card for London's bright-burning young jazz scene, We Out Here Festival launched in 2019, uniting integral members of the movement alongside legendary icons, genre-spanning DJs, and young improvisers alike for four days of music and community.

We Out Here joins the musical dots between soul, hip hop, house, afro, electronica, jazz and beyond, we showcase both outstanding live music and some of the best record collections in the world. This summer is the 6th year of We Out Here, in our beautiful home of Wimborne St Giles, Dorset. Featuring seven-acre lakes, woodland parkland, and tucked-away spots to explore, it offers our audience a primed base to fully escape into the music for a full weekend.

Our Motive will provide the pre-show and on-ground delivery and support of Artist logistics for We Out Here 2025. The position is an Artist-facing role and is a key first point of contact for Artists taking part in the Festival program.

The Role	<u>Artist Liaison Office Assistant</u> - We Out Here 2025
Dates	<u>Show days</u> -Thurs 14th, Fri 15th, Sat 16th, Sun 17th August 2025
Information	<p>This is an exciting role where you will be providing important office support, working alongside the Office Manager and a great team, to ensure every Artist's needs are met at this exciting festival near Bournemouth.</p> <p>Your role will include admin and general office support for the artist liaison department at We Out Here Festival 2025. You'll be working alongside the rest of the artist liaison and stage management teams, liaising with artists, tour managers and other festival staff to help deliver the show's logistics and ensure that everything artist-related runs like clockwork.</p>
Duties	<p><u>Supporting the Office Manager you may be asked to help with:</u></p> <ul style="list-style-type: none"> ● General admin duties. ● Printing documents. ● Preparing packs and distributing them. ● Updating documents using Google Sheets/Docs. ● Help in keeping the office tidy and organised at all times. ● Greeting Artists and their Touring parties.
Ideal Candidate	<ul style="list-style-type: none"> ● Have worked in an admin role before. ● Have worked in events or live shows before. ● Must have own laptop and be computer literate. ● Good knowledge of Google Workspace and Microsoft Office. ● Experience in data collection and entry. ● Good admin skills overall. ● Must be willing to learn - take on feedback and learn on the job. ● Have good organisation and time management skills. ● Great as working as part of a team, but also able to complete tasks independently. ● Comfortable in a fast paced environment and able to deal with lots of questions. ● Proficient problem solving skills. ● Have keen people skills - be able to communicate respectfully and effectively with the team, artists and festival staff. ● Be a conscientious worker - be able to follow direction from the team to the best of your ability. ● Quality communications skills, written and verbal. ● Able to work well under pressure.