

The Big One Hundred – Workshop Assistant

Workshop Assistant Brief

If you need this pack in a different format, please contact our Admin & Finance Assistant jamie@triggerstuff.co.uk or phone 0117 403 4260.



The Big One Hundred

ABOUT THE BIG ONE HUNDRED

To mark 100 years of A.A. Milne's *Winnie-the-Pooh* stories, Ashdown Forest, home of the original Hundred Acre Wood, is partnering with Trigger in summer 2026 to deliver The Big One Hundred.

Trigger is creating a new story for Ashdown Forest that uses imagination, play and storytelling to encourage a deeper connection to nature, and to care for this landscape of environmental and cultural significance for the next 100 years.

At the heart of the project is the appearance of a new, playful creature, who will be discovered through a series of outdoor 'sightings' across the Forest.

The project launches with a two-day Explorer festival experience for families at Ashdown Forest. Visitors are invited to explore a series of activity zones, take part in nature-based workshops, games and storytelling, and follow clues as they search for signs of the creature.



Throughout the experience, families will be encouraged to take part in playful exploration challenges, collecting clues, completing activities and earning 'explorer badges', while keeping watch for sightings of the mysterious creature as it moves through the landscape.

Role Overview

The role supports the delivery of creative activities and participatory experiences across *The Big One Hundred* event programme. Working alongside artists, facilitators and the Trigger team, the post-holder will help ensure workshop spaces are welcoming, well-stocked, safe and ready for audiences throughout the event.

Key Responsibilities:

- To support participants engaging with self-led creative activities, providing guidance and encouragement where required.
- To assist artists, facilitators and workshop leaders in the delivery of activities across the event programme.
- To set up workshop materials, equipment and activity spaces prior to the start of each session.
- To replenish workshop materials and resources throughout the day as required.
- To maintain tidy, safe and welcoming activity spaces for participants.
- To assist with the clearing, packing and storage of workshop materials and equipment.
- To provide cover for artists, facilitators and workshop leaders during agreed rest breaks, following instructions provided by the lead facilitator.
- To support audience participation and help create a positive and inclusive experience for visitors.
- To assist with basic wayfinding and audience enquiries where required.
- To work collaboratively with Trigger staff, volunteers, artists and event partners on site.
- To follow all event health and safety procedures, safeguarding protocols and site rules as briefed by Trigger.
- To arrive on time for all call times, briefings and shifts as communicated by Trigger.
- To notify Trigger as soon as possible of any issues that may impact delivery of the programme.

LOCATION

Event delivery:	Ashdown Forest, Wych Cross, Forest Row, RH18 5JP
Tour Location 1:	Sheffield Park and Gardens, Uckfield, TN22 3QX
Tour Location 2:	Herstmonceux Castle, Wartling Road, Hailsham, East Sussex, BN27 1RN

TIMELINE



Application deadline: Applications will remain open until the position is filled.

Live Event at Ashdown: 18th-19th July 2026

Sheffield Park and Gardens: 1st August

Herstmonceux Castle: 22nd August and 23rd August

You do not have to be available for all of these dates in order to apply, please just let us know which ones you can join us for.

FEE:

£120 a day + travel stipend should the applicant live outside of a 25 miles radius of Ashdown Forest.

HOW TO APPLY

Please send the following to phoebe@triggerstuff.co.uk with the subject line "The Big One Hundred Workshop Assistant":

- CV
- Cover Letter

Please also include:

- Parking requirements (if applicable)
- Where you are based
- Whether you are available for all Explorer event dates, or specific dates (please list)

ABOUT TRIGGER



PoliNations Trees by Trigger, at Shangri-La Glastonbury Festival 2025, captured by Giulia Spadafora

Trigger dream-up, create and produce bold and brave live events. We interrupt daily life, reimagine and revive public spaces and put audiences and togetherness at the heart of everything we do. Our work is accessible, inclusive and boundary pushing. It's always memorable, often large-scale and outdoors. We create epic imaginative spaces, fly giant dragons and grow magical pop-up gardens. We showcase new, emerging, inspiring talent.

Our work highlights issues that are important to us all, even if they are difficult to navigate. Trigger is for everyone, and everyone is invited.

We are motivated by social and ethical issues, we explore often taboo or difficult issues in light, fun and joyful ways. We care more about the impact of the work on the audience than we do about fitting into a particular art form.

Trigger is a registered charity and is led by female Global Majority Co-Directors Angie Bual and Natalie Adams. Our core team and operational base is located in the village of Blagdon in The Old Post Office, North Somerset.

Registered Charity Number: 1194328

www.triggerstuff.co.uk

EQUAL OPPORTUNITIES



Candidates who are shortlisted for interview will be given the opportunity to specify any access needs so that appropriate arrangements can be made.

Trigger strives to be an Equal Opportunities Employer and to ensure that no person is unfairly discriminated against in its recruitment and selection policies and procedures. Trigger welcomes applications from all sectors of the community, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic and makes appointments based solely on ability to fulfil the duties of the post. We actively welcome applications from individuals with backgrounds currently under-represented in the arts.

Your application and any associated personal information will be stored and processed in accordance with our Privacy Policy. We will keep your equal opportunities form for a period of 6 months, after which point, the data will be anonymised and aggregated for monitoring purposes. If you are employed by us, the information you supply will be kept securely and will form part of your employment record. All information will be treated in confidence and will not be seen by staff directly involved in the appointment and used only to provide information for monitoring and evaluation purposes.