

CREATION FEST

CREATIONFEST.ORG.UK

**Phone interviews available by request;
please email office@creationfest.org.uk with any queries.**

Short Term Creation Fest Internships

Creation Fest is pleased to offer 3 internships for up to 5 months in beautiful Cornwall. These positions are unpaid but come with an excellent intern support package and great opportunities to grow experience, skills and networks by working with an established, dynamic and diverse Christian missional event organisation. Applicants must be UK residents, over the age of 18, with a Christian ethos.

-April to August 2018

-4 Days a week

-Housing sourced and provided by Creation Fest

-Transport to Cornwall would be provided or reimbursed

-Creation Fest would link you into a local church for your spiritual growth

- "Stewardship account" (an online support and fundraising tool) would be made available for personal fundraising

Person specification

A Creation Fest intern will need to be an enthusiastic, positive, and reliable person capable of using their initiative and common sense. It is essential that this person can work as an integral and responsible member of a team, be a good communicator and have a vibrant love for Jesus and wants to get involved in a local church and in the community. There are currently three internships available, as outlined below.

"Glue" Intern Role Profile

We are currently looking for an Office Administrator intern. You will be involved in solving problems from the start. This position is an integral role in the organisational strength of our team at Creation Fest. You will provide administrative support, gluing various different types of projects together.

Key areas

- Be able to create spreadsheets using Excel or Google sheets
- Look after and manage petty cash
- Good communications skills both written and in taking/making calls
- Run office errands
- Maintain supply cabinets including hospitality supplies
- Maintain schedules for main festival event and other local events
- Interact professionally with contractors, insurance companies, and obtain price quotes
- Develop and oversee inventory for Creation Fest and consumable orders such as food, drink, paper, printer toner, etc.
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“Link” Intern Role Profile

We are currently looking for a Communications intern at Creation Fest. This role involves maintaining great links between Creation Fest and its partners through several channels including emails bulletins, answering phone calls and queries and keeping all partners up to date with developments at Creation Fest. Own computer preferred but office Mac with InDesign and Photoshop available.

Key responsibilities

- Be able to use MailChimp or willing to learn
- Passion for creative writing and corporate branding
- Ability to communicate in a professional manner with press and community contacts
- Keep key partners in the loop about what’s happening at Creation Fest

“Digital” Intern Role Profile

We are currently looking for an Intern to help with the social media and graphic design of Creation Fest. This role involves contributing to website-related design projects, monitoring and posting on social networks and participating in online outreach and promotion. Those looking to gain valuable online media experience with an established organisation are encouraged to apply. Video editing skills are an advantage.

Key responsibilities

- Create engaging social media content using Twitter/ Facebook/ Instagram/Buffer/Hootsuite
- Assist in general distribution of press releases and media alerts
- Must be computer literate. Proficiency in Adobe, InDesign and Photoshop highly desired.
- Grow our channels and engagement for the above areas, and develop new areas (Snapchat, app development, etc)

Key characteristics and behaviours that lend themselves to these roles include:

- Integrity
- Commitment and alignment to Creation Fest beliefs and values (see About page on our website, creationfest.org.uk)
- Sense of humour
- Resilience
- Ability to self manage and be organised
- Personable, values great working relationships

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Expressions of Interest

Please review and return responses to the below to office@creationfest.org.uk along with personal statement/CV and any questions.

- A short description of personal testimony.
- A short description of what you would like from the role.
- A short description of how you would like to contribute.
- Do you have your own computer?
- What specific training and experience do you have (Excel/database management, graphic design, etc)? If design, do you have design programs on your computer? Can you send us samples of your work?
- Any special health or dietary requirements?
- Can you provide a pastoral reference and contact details?

Frequently Asked Questions

What will I be doing?

During the week, you will serve in the offices with us up to five days per week, Monday - Friday, most weeks from 9 AM - 5 PM. We have optional events that some of you may attend and be involved in.

Our projects range weekly, include administration, event planning, booking of bands and speakers, content development, and creative integration.

A basic skill in Microsoft Word, Microsoft Excel, email, and Google Docs will be helpful. We regularly work in Basecamp and Xero, with training available for both systems. Interns are also trained in basic office skills (phones, printers, etc) and are expected to be involved in hospitality and cleaning shifts.

What about free time?

You will be free on the evenings and weekends - we will have bus schedules and possible sightseeing suggestions for you. There are a variety of excellent local churches that you can choose to attend. We will encourage you to find a local mentor to support your personal and spiritual growth. Be prepared for walking in all weather.

Where will I live?

All housing is supplied through local, trusted church partners and any necessary travel costs will be covered. You are responsible for all of your own meals during your internship.

All unsuccessful applications will be destroyed/discarded in compliance with GDPR regulations.