

CREATION FEST

Event Lead

Position Overview: The Event Lead will oversee the functional details required to produce the main Creation Fest event (summer festival) with an integrated view of how any other events from the year-round ministry support the summer festival. They will work with the planning details for event production, scheduling and programming, and maintain overall management of the Creation Fest summer festival. They will work closely with our Office and Team Lead for all event-related comms, team management, and general administration.

Main Responsibilities:

- Oversight of all planning for the Creation Fest summer festival, working closely with the Mission and Ministry Lead who oversees programming, content, pastoral care, and year-round ministry.
- Maintain key oversight of event management, oversee all contracts and licensing agreements with Cornwall Council and Royal Cornwall Showground for all external contracts, attention to the details of event logistics including registration and booking systems.
- Work closely with the Office and Team Lead for all communications with venue managers and team leaders.
- Oversee all necessary planning for venues including volunteer recruitment, venue infrastructure, and liaising with programming teams for scheduling and guest content.
- Work within the overall budget allocated.
- Develop and oversee all main festival profit centres including: cafes, event merchandise, outdoor activities, food vendors, and event advertising.

CREATION FEST The Goods Shed, Southern Way, Wadebridge, PL277BX

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- Support Accounts through timely inputting of PO's, proper cataloguing of invoices, and management of office expense cards.
- Investment in developing year-round ministry to support the charity aims alongside Mission Lead.

Desired Skills and Experience:

- A strong personal relationship with Jesus Christ and a love for Gospel-centred ministry work.
- Experience in an administrative leadership role in an office setting.
- Preferable: experience with working with volunteers in a non-profit setting.
- Knowledge of Microsoft Office software and solutions.
- Excellent interpersonal communication skills.
- Strong organisation and administration skills including database management.
- Experience in using Project Management tools would be an advantage
- Meticulous attention to detail.
- Ability to multi-task and manage several projects simultaneously.
- Skilled in setting priorities and managing a key workload with weekly supervision.
- A high level of initiative and care for the work.
- Proven budget management ability.

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Creation Fest Environment: The mission of Creation Fest is to celebrate the good news of a God who loves us through festivals, events, and gatherings designed to creatively communicate the Christian faith and inspire others to do the same. Creation Fest carries out events ministry throughout the year, but is centered on a 4-day summer festival during the first week of August. Creation Fest is a Christian charity and member of the Evangelical Alliance. A successful candidate will be comfortable with the values and environment of Creation Fest and be able to especially dedicate their time during and around the main festival.

Applications and Enquires: Interested candidates should fill out the following [application form](#) and email their CV to office@creationfest.org.uk. More information about Creation Fest as an organisation can be found at our website: creationfest.org.uk. Applications close on 29 October 2021.

Salary: £28,000, full time contract.

Start Date: On or after 8 November 2021.

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