

# CREATION FEST

## Media and Comms Lead

**Position Overview:** The Media and Comms Lead will oversee the overall look, feel, branding, and communication of Creation Fest with an attention to overall excellence in the context of celebrating the good news of the God who loves us. Reports to our Event Lead.

### Main Responsibilities:

- Oversight of all communications streams for Creation Fest including: newsletter, website, social media, and YouTube channels as appropriate.
- Regular distribution of creative content in collaboration with Creation Fest volunteers and contractors; oversight of a social media schedule working closely with the Event Lead and Office and Team Lead to develop marketing initiatives.
- Develop and maintain the graphics and look for the summer festival event and any year-round ministry projects for the charity.
- Oversee all print and signage materials including marketing resources, church partnership packets, annual report, festival programme, and other design pieces.
- Maintain regular communications and campaigns with our social media followers.

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

📞 0844 8794703    ✉ office@creationfest.org.uk    [www.creationfest.org.uk](http://www.creationfest.org.uk)    📱 @creationfestuk

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- Oversee the media and communication budget including any external contracts for design and advertising.

## **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, basic or practical experience with Adobe Creative Suite and/or video editing a plus.
- Excellent interpersonal communication skills.
- Strong organisation and administration skills.
- Meticulous attention to detail.
- Experience in Project Management would be an advantage.
- 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.

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Company No. 05824431 • Charity Registration No. 1121924 • VAT Registration No. 155 983469

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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](mailto:office@creationfest.org.uk). More information about Creation Fest as an organisation can be found at our website: [creationfest.org.uk](http://creationfest.org.uk). Applications close on 29 October 2021.

**Salary:** £12,000, 2.5 days/week

**Start Date:** On or after 8 November 2021

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