

CREATION FEST

Event Operations Lead Job Description

Position Overview

The Event Operations Lead will be responsible for overseeing all logistical and operational aspects of the Creation Fest summer festival, ensuring a seamless integration with the ministry's year-round events. This role will encompass event planning, production management, scheduling, system development, and overall festival coordination.

Salary

£33,670 pro rata

Working patterns

Part-time: 21 hours per week over 3-4 days (to suit workflow and team requirements).

Flexible working (hybrid), commitment to weekly in-person team meetings in our Wadebridge offices,

More time is expected during the festival build week and pack-down, but time will be given in lieu.

Key Responsibilities:

Systems Management

- Oversee and optimise event and office systems.
- Research and implement new systems to improve functionality, integration, and efficiency across the core team.

Contracts and Licensing

- Manage all contracts and licensing agreements, including those with Cornwall Council, the Royal Cornwall Showground, and external contractors and agencies.

Budgeting

- Develop, manage, and maintain event budgets, ensuring all cost centres remain within their allocated limits, working closely in coordination with our finance team
- Oversee and optimise all festival profit centres such as cafés, merchandise, outdoor activities, food vendors, and advertising, ensuring alignment with system and technology requirements.

Event Teams & Venues

- Coordinate all venue planning, including volunteer recruitment, team leader assignments,
- infrastructure, production technology, and health and safety compliance.
- Liaise with teams to ensure scheduling and guest content align with event needs.

Programming:

- Draft the initial event schedule and maintain oversight to ensure alignment with production and planning systems.

Production:

- Work with production team to ensure all aspects of production are considered and executed to a high standard

Event Planning & Compliance:

- Ensure all event plans, documentation, insurance, site maps, and policies are current, updated as needed, and submitted to local authorities when required.
- Fundraising:• Cultivate and maintain strong relationships with key financial partners, while actively seeking new funding opportunities.
- Identify sponsorship opportunities within the event and negotiate agreements to secure sponsor contributions.

Communications:

- Assist in creating and refining communications for volunteers, attendees, contractors, and donors

Desired Skills and Experience:

- A strong personal relationship with Jesus Christ and a love for Gospel-centred ministry work - aligning with the Evangelical Alliance basis of faith: <https://www.eauk.org/about-us/how-we-work/basis-of-faith>
- 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.
- Experience managing large events
- Ability to work independently as well as part of a team
- Excellent interpersonal communication and negotiation 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.

How to apply:

Email a copy of an up-to-date CV, with a covering letter highlighting why you think you are a good fit for this role, to: **office@creationfest.org.uk**

Be sure to refer to the job description in your letter, and include all relevant personal details and information

**Applications close on December 18th 2024 at 12pm.
Interviews will be held in early January**