

FIRST LIGHT FESTIVAL

Role: Projects Manager (Maternity Cover)

Salary: c. £30,000 to 33,000 pa depending on experience

Hours: 37.5 hours (full-time), mainly Monday to Friday with some weekend and evening working during events.

Line Manager: CEO

Responsible for: Volunteer Coordinator, Technical Management, Casual Staff and contractors.

Location: We are based in Lowestoft, Suffolk. We expect this role to work a mixture of from home and in the office.

Duration: Fixed Term 10 months, starting w/c 5th December 2022 with potential to extend

About the role

First Light Festival C.I.C is looking for an organised, enthusiastic and dedicated Projects Manager (Maternity Cover) to join our team.

It is an exciting time for us, with many varied projects including the celebrated and unique First Light Festival and East Point Pavilion redevelopment. If you have a desire to contribute to a growing creative organisation, we would like to hear from you.

You will be working collaboratively with the First Light Festival CEO and wider team to facilitate the planning and practical delivery of First Light Festival and associated projects to the highest standard.

We are looking for someone with:

- Significant knowledge and experience as a Production Manager delivering large scale multi art form events.
- A confident and professional communication style with excellent interpersonal skills
- Excellent time management
- Knowledge and practical experience of all relevant licensing and Health and Safety regulations
- Experience of setting and managing production budgets and other financial processes
- Ability to work well under pressure in a busy environment
- Able to pay close attention to detail and maintain accuracy whilst handling a varied and demanding workload
- A flexible and proactive approach to their work, and able to manage their own workload with minimum supervision
- A proven ability to deal with conflict using negotiating and influencing skills
- computer literate and able to confidently use Excel. Practical experience of CAD software not essential but would be useful.

You will be personally passionate about arts and culture and understand the transformative impact it can have on people's lives.

First Light Festival C.I.C. Company No: 11480047
Parham House Barn, Brick Lane, Framlingham, Suffolk, IP13 9LQ
www.firstlightlowestoft.com



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We strongly recognise that our team has some way to go to better represent the diversity of modern Britain. We recognise that if you are from a background that is currently underrepresented within the cultural sector you may need support to discuss how your experience is transferable to this role and there may be changes we need to make as an organisation to ensure you can fully contribute. We welcome these discussions and encourage you to get in touch for an informal chat to explore these questions.

Background

First Light Festival CIC's mission is to shine a first light on new and creative talent, building opportunities that support the creative talents of the community, with a vision that by 2030 Lowestoft and its hinterland will be bursting with innovation and creative energy

Established in 2018 to spearhead cultural regeneration for the coastal town of Lowestoft, the free access festival is an ambitious, innovative, place-making cultural extravaganza. Taking place on Lowestoft's beautiful South Beach over midsummer weekend, it offers a programme inspired by the themes of time, tide and the elements, including a unique sunrise celebration. Community projects connect Lowestoft people to the festival and location in a variety of ways and volunteering opportunities also give local people a sense of ownership and pride.

As of June 2022 we are resident at the newly renovated East Point Pavilion, delivering a programme of engagement and cultural activities for and with our community.

First Light Festival Community Interest Company is run by the Board of Directors: Clare Matterson; Mary Graham; Sarah Kemp; Wayne Hemingway. Genevieve Christie was a founder director of First Light Festival CIC before becoming CEO in 2022, leading on strategy, programming, place-making impact and overseeing the development and operation of East Point Pavilion.

firstlightlowestoft.com

How to apply

Informal chat – if you are thinking of applying and would like to discuss anything with us in advance, please get in touch for an informal chat with Genevieve Christie genevieve@firstlightlowestoft.com

Application - please send your CV along with a statement detailing why you are interested in this role plus relevant experience. Your statement can be in written (no more than 2 side A4), audio or video file format.

Please send to Genevieve Christie genevieve@firstlightlowestoft.com

Interviews – Shortlisted candidates will be invited to a formal interview - we will communicate full details of this in advance.

Deadline – 10am, Monday 17 October 2022

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