

Job Title: Event Manager for Light Up Leominster, Friday 21 February 2025
Fee: £1200 - £1500 depending on experience
Contract Type: Freelance contract
Hours: 4 x 8 hour working days – no overtime
Consisting of:
1 - 2 days planning for Light Up Leominster event (flexible)
1 day setting up for Light Up Leominster event (flexible/20 February 2025)
1 day for Light Up Leominster event (fixed 21 February 2025)
Accountable to: Our Place Leominster Project Officer
on behalf of Leominster Cultural Consortium
Reports to: Individual members of Leominster Cultural Consortium as required

Job Summary:

To ensure the Light Up Leominster event on Friday 21 February 2025 runs smoothly in collaboration with participating members of Leominster Cultural Consortium and the Our Place Leominster Project Officer.

Leominster Cultural Consortium is made up of a number of community, creative and heritage organisations: ECHO, About Face, The Fetch Theatre, Salt Road, Infinity Unlimited, Leominster Community, Leominster Museum, Golden Threads, Leominster Festival, The Priory, 35 West, Kruse, Grange Court, Leominster Town Council.

The freelance Event Manager for Light Up Leominster will be expected to work collaboratively with Leominster Cultural Consortium to create a whole event risk assessment from individual members' risk assessments to allow the event to run safely and to make sure emergency procedures are in place with the participants, volunteer leaders, first responders and police and Leominster Town Council.

The Event Manager should be:

- able to deal with a number of tasks simultaneously and to manage people effectively.
- competent, flexible and fit to deal with any practical, technical or health and safety issues which may arise beforehand or on the day of the Light Up Leominster event.
- able to support the Our Place Leominster Project Officer and the Leominster Cultural Consortium members in the set up and delivery of the Light Up Leominster event.
- able to undertake any other tasks required to ensure the smooth running of the Light Up Leominster event.

Much of the planning and production will already be in place. This role is particularly to make sure the event runs as smoothly and safely as possible on the day with all the people taking part.

The Event Manager will **not** have to:

- directly engage, brief or manage volunteers but will need to communicate effectively with them and the other participants during the event.
- undertake any evaluation data gathering or reporting for the event.

Please note, this event may be weather dependent due the nature of the procession which is integral to the event with large scale puppets, musicians, lanterns, projections, lights and fire sculptures as well as the general public joining in and taking an active part on the day and after dark.

The numbers attending may range from 500 – 1500 depending on weather and plans should be made accordingly to accommodate this.

This is a physically demanding role which may involve working across several sites, working at height, lifting and carrying and working with a number of organisations creating elements of the procession and parade.

To apply:

Please send a CV and 1 x A4 sheet/covering letter or bullet points describing experience relevant to the role.

Deadline:

Midnight on Sunday 26 January 2025

Please send your application to Sue Knox, Our Place Leominster Project Officer at:

LeominsterROARS@leominstertowncouncil.gov.uk

Personal Specification:

	Essential	Desirable
Knowledge and qualifications	<ul style="list-style-type: none"> • Proven training for working at height • Good general education including Maths and English 	<ul style="list-style-type: none"> • First Aid training
Work experience	<ul style="list-style-type: none"> • Events management experience • An understanding of health and safety, safeguarding and community working • Evidence of ability to prioritise work, set targets and achieve positive outcomes • Evidence of ability to organise and manage people and events effectively 	<ul style="list-style-type: none"> • Experience of working with a consortium consisting of several and varied individual bodies • Experience working in the local area • Experience of working with children and young people
Communication	<ul style="list-style-type: none"> • Excellent oral and written communication skills including an ability to relate to and communicate with a wide range of stakeholders 	

	<ul style="list-style-type: none"> • Ability to report to council members, consortium members and other stakeholders in a timely manner • Experience of running and hosting events 	
Information Technology	<ul style="list-style-type: none"> • Experience with Microsoft Office applications including Excel and Word • Experience of hosting online meetings 	
Personal Attributes	<ul style="list-style-type: none"> • Able to work on own initiative without supervision and within a complicated team environment effectively • Flexible, adaptable and able to work collaboratively • Fitness levels to be commensurate with the requirements of the role 	<ul style="list-style-type: none"> • An interest in community projects

Background:

To see previous Light Up Leominster and other Our Place events and information, go to www.the-shire.co.uk
www.leoroars.org.uk
[ROARs Cultural Programme](#)

Our Place

Empowering Herefordshire’s communities through creativity.

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