

We are looking for a Children's Creative Events Producer to grow on the success of current, commercially minded events aimed at family audiences, and organised children's groups, including museum sleepovers and our birthday party packages across cultural venues.

This exciting role also carries the responsibility of developing a new residential programme at the Lunt Roman Fort; a unique heritage site dated to around the time of the Boudican rebellion in AD60 – AD61.

The role includes developing new events content, working collaboratively with teams to deliver successful marketing campaigns, VIP packages with retail and catering, team coordination for delivery of programmes and relationship building with targeted audiences. Underlying the growth of children's creative events, in to enhance the economic sustainability of CV Life's museum venues.

**Roles and responsibilities**

1. To sustain and grow an engaging children’s cultural events programme to increase the economic prosperity of CV Life.
2. To coordinate and deliver ongoing and emerging programmes with associated income targets, including Doze Under Dippy sleepover events, Lunt Roman Fort Residentials and birthday party package across museum venues.
3. Work closely with the Head of Learning and Engagement, Venue Managers and the Marketing team to generate innovative new income streams targeted at the family market.
4. Working with the Head of Learning & Engagement to create profitable children’s events, analysing and reviewing income and expenditure and contributing to regular reviews of the model.
5. Respond to and manage all enquiries related to bookings for children’s events and act as the point of contact for bookers in the lead up and on the day of the event.
6. Deliver an excellent customer experience ensuring that expectations are met and delivering high levels of satisfaction
7. Schedule, train and supervise Casual Learning Assistants and volunteers to meet programme delivery needs, within delegated budgets.
8. Develop relationships with key stakeholders to grow the children’s events audience; actively upselling the offer to partner organisations, community leaders, schools and families, whilst integrating Arts Council England investment principles into the ongoing programme development.
9. Oversee staffing and delivery of children’s events and ensuring compliance with health and safety, hygiene and allergy requirements.
10. The post holder may be required to act as Designated Premises Supervisor for specific events and to act as Step Up Duty Manager when required.

**DBS clearance will be required for the successful candidate.**

Please visit our website for further details: www.cvlife.co.uk/dbs

**Children’s Creative Events Producer**

* Great development opportunities
* FREE health and fitness membership\* \*\*
* FREE health and fitness membership for a family member or friend\* \*\*
* FREE onsite parking at most sites
* FREE training for applicable roles
* DISCOUNTS on various Centre activities\*
* FREE entry to venues\*
* [Access to our Employee Benefits platform](https://cvlife.co.uk/wp-content/uploads/2024/06/external-HR-Employee-Benefits.pdf)

( ( \*\*The two benefits combined can be worth £1000!)

 (\*not applicable to casual workers)

CCT064

6th April 2025

Learning & Engagement

£23,556.55 - £28,356.80

37 Per Week

Various

Culture Coventry