



LIGHT WORKS

Co-ordinator



We're Hiring: Light Works Co-ordinator

Are you passionate about creativity, community and making things happen?

Everyone Here is looking for a freelance Light Works Co-ordinator to support the delivery of our growing Light Works programme across West Cumbria.

This role is ideal for someone with experience in community arts, festivals, creative production or event co-ordination who enjoys balancing organisation, people management and creative problem solving within ambitious community-led projects.

The role will support the delivery of:

- Light Works Festivals
- Workington Christmas Light Switch On & Marketplace

The successful candidate will work closely alongside the Programmes Developer and Artistic Developer to support artists, trainees, communities and partners throughout planning and delivery.

The Role

The Light Works Co-ordinator will:

- Co-ordinate artists, trainees and creative activity across the programme
- Support artist communication, scheduling and delivery
- Help organise and safeguard workshops, activities and public events
- Co-run event planning and production processes across Light Works activity
- Support the delivery of the Workington Christmas Light Switch On and accompanying marketplace
- Work closely with our Creative Steering Groups and connect activity into Jury for Joy (J4J)
- Maintain clear records and documentation to support evaluation and reporting
- Oversee and update project risk registers
- Support communication between delivery teams, freelancers, artists and community partners
- Assist with practical event planning, timelines and operational delivery
- Hold and monitor budgets
- Chair production Meetings
- The role will involve a mixture of remote planning, meetings, community engagement and on-site event delivery.

Fee & Timeline

Freelance Fee: £8,000

Based on: Approximately 32-36 working days

Timeline to be agreed across the Light Works delivery period

There may be opportunities for future freelance work across Everyone Here programmes.

Please note that this role is subject to change and dependent on funding confirmation.

We Are Looking For Someone Who:

- Is highly organised and proactive
- Communicates confidently with artists, communities and partners
- Can manage multiple moving parts within busy projects

- Has experience in events, festivals, arts projects or community delivery
- Understands safeguarding and public event responsibilities
- Is interested in community-led creative practice
- Enjoys collaborative working and problem solving
- Can remain calm and flexible during live event delivery
- Experience of working with community groups, volunteers or outdoor events is welcomed but not essential.

How to Apply

Please send a CV or a short outline of your relevant experience, along with a brief statement explaining why you are interested in the role, any relevant experience you have, and what interests you about working in Workington and Seascale.

Applications can be submitted to info@everyonehere.org and can be video and voice note.

Key Dates

- Application Deadline: Monday 6th July 2026
- Interviews: Friday 10th July 2026
- For questions or an informal conversation about the role, please contact: kieran@everyonehere.org