

Job Description

Job Title: Production Coordinator (6 month contract)

Responsible to: Production Manager

Responsible for: Contractors and volunteers

Based: Watford offices, with frequent site visits and living onsite during event season.

Working as a core member of the production team, the Production Coordinator will build on a culture of fun, excellence and pride in all work carried out to provide production cover for Soul Survivor, from planning logistics to practical delivery of events to the highest standard.

Main Duties and Responsibilities

Office Responsibilities

- Prepare schedules and detailed logistical plans, contact sheets and travel itineraries for multiple events.
- Ensure venue specs, site maps and all signage are done to a high standard.
- Collaborate with other team members to design and create high quality venues.
- Produce two dimensional drawings, layouts and site maps using CAD.
- Assist with recruiting and equipping a production team for the summer events.

Supplier Management

- Maintain and develop relationships with existing and new suppliers.
- Place orders for equipment and negotiate contracts with suppliers.
- Issue and log purchase orders and check invoices against them.
- Log event spending and reference against budgets.
- Call all the suppliers pre site, for final confirmation.

Health and Safety

- Assist in logging all health and safety documentation.
- Write risk assessments and method statements, ensuring that health and safety policies and licensing requirements are adhered to at all times.
- Alongside the Health and Safety contractor, collate, review, assess, sign off and distribute third party risk assessments and insurance documentation.

Onsite responsibilities

- Assist with the site set up and packdowns.
- Shift leading production team during events.
- Contact contractors with any onsite issues.
- Ensure all team and contractors adhere to health and safety regulations.
- Manage assigned contractors onsite.
- Manage invoices sent during event.

Other

- You may be required to carry out other duties, which are within your capabilities and level of responsibility, in order to meet the needs of the events.

Skills and Experience

Essential

- A good sense of humour.
- Detail-oriented, creative and flexible.
- Able to take initiative and effectively adapt to changes.
- Able to work efficiently and productively under tight deadlines.
- Proficient in time management with the ability to organize and manage multiple priorities.
- Able to work independently and as a team player.
- Excellent written and verbal communication skills.
- A good knowledge of Technical and Site Equipment.
- A strong working knowledge of Microsoft Office (Especially Excel).
- Strong analytical and problem solving skills.
- Experience working within events.
- A desire to develop a career in production management in live events.
- Able to do hands-on physical work.
- Available for the whole summer season from July – end of August including evening and weekend work.

Desirable

- Experience of managing and developing a team.
- Experience managing logistical elements of events.
- Experience in managing budgets.
- Experience of using CAD software.
- IOSH qualification.
- Full clean driving license.
- High Access qualification.