

UK Stage Services Limited – Vacancy Details

Job Title:	Production Assistant – PA-01
Hours	Full time - 42.5 hours per week, on a flexible working schedule depending upon business/client needs. This will include some weekends and Bank Holidays.
Salary Guide:	Circa £26,000 - depending on experience
Location:	Based either in Billericay, Essex or working from home. Depending on assignments, worldwide travel can be expected and a full/valid passport is required.
Holiday:	20 days holiday plus 8 days Statutory Bank Holidays.
The Company	UK Stage Services Ltd provides technical & production support, specialising in live, hybrid & virtual events.
Role Summary	Assisting the Technical & Production Director in the delivery of a first class events service, supporting existing client and supplier relationships. This will involve all aspects of the production support process - quotations, design & build, client liaison & support, management & delivery of each assigned project.
Role Responsibilities:	<ul style="list-style-type: none">• Involvement in event planning and development, recommending relevant and accurate production solutions in line with the clients' requirements and budget• Carrying out site visits on behalf of clients• Creating and or curating proposals and presentations• Evaluating production plans, anticipating/identifying solutions to potential problems.• Assisting in the creation of event running orders, production schedules and floorplans• Sourcing, briefing and managing external suppliers including negotiations and information sharing• Creating and completing event Health and Safety documentation• Supporting the Technical & Production Director as required
Experience:	<ul style="list-style-type: none">• Understanding of lighting, sound and video• Working on fully virtual and hybrid events• Agency working within the corporate client sector
Key attributes:	<ul style="list-style-type: none">• Motivated with a 'can do' attitude, possesses an enthusiasm to learn• Excellent literacy and numeracy skills• Proactive, organised and methodical; able to work well under pressure and remain calm in a fast-paced environment• Excellent interpersonal skills - face to face, by phone and digitally• Ability to build relationships with clients and suppliers

- Ability to multi-task and manage own time
- Willingness to learn and develop event & production management skills further

Desirable:

- Competent user of Vectorworks
- Clean driving licence
- Current US ESTA

How to Apply:

Applications are invited from either candidates who are interested in developing their production management skills further or those who feel they may not exactly fit the criteria, but who exhibit a serious interest in the role.

In the first instance, please send your CV and a short introductory email to vacancies@ukstageservices.co.uk

All personal information will be handled in the strictest confidence and in accordance with GDPR & all UK legislation.

UK Stage Services Ltd is an equal opportunity employer – committed to encouraging Diversity, Equity and Inclusion within the company.

Closing date for applications is 28th February 2023