

Job Description

Production Technician

Job Specific Duties

- Provide practical production technical assistance both in the office/unit and at our events.
- Assist in the production of detailed proposals for events (eg timelines, venues, suppliers, legal obligations, technical requirements, staffing and budgets).
- Assist in the planning of events, layout designs, technical schematics, scheduling get-ins and get outs and other generic production duties.
- The technical operation of sound, lighting, video and web streaming equipment.
- Assist in the co-ordination of staffing requirements, bookings, contracts, schedules of engagement and staff briefings.
- Assist in the co-ordination of event activity including subcontractors, suppliers, handling client queries, trouble shooting in order to ensure that an event run smoothly.
- Assist in the securing and booking of venues or locations for events.
- Assist in the management and control of the warehouse using the company system of stock management.
- Assist with PAT testing, maintenance and electrical safety checks of all equipment owned and managed by the company.
- Assist in the preparation of equipment for day to day activity at events sites and dry hires.
- Assist with the maintenance and calibration of all equipment owned and managed by the company.
- Recommendation of equipment for repair, improvement and stock development to line management.
- Safety and suitability preparation of all equipment at point of return in order to ensure equipment is ready for the next hire. Notification of issues and stock availability to line management when necessary.
- General maintenance and tidying of the warehouse to ensure a safe working environment.
- Assist with the completion of vehicle check sheets and logs whilst reporting all faults to line management for correction.

Core Duties

- Agreeing to, working with and reporting back on company and event budgets.
- Contributing to and researching business development opportunities and markets in order to grow the business.
- Operation of company finance procedures, managing event budgets, keeping within budgets and returning completed petty cash and credit card expenditure.
- Working alongside the team to achieve business sales targets as agreed with the board of directors.
- Assist with meeting potential clients in order to promote business sales as required.
- Working with the directors to ensure that insurance, legal, health and safety obligations, sustainability and other company policies are adhered to; including the completion of health and safety documentation where required to meet the requirements of our independent safety accreditation eg Event Plans and Risk Assessments.

- Contribution to post event evaluation (including data entry, analysis and producing reports for event stakeholders).
- Assist in the promotion and implementation of company systems of work and procedures to all staff working for the company, especially ISO9001 and ISO 14001.
- Deliver added value to every client of Production 78 Limited every time.
- Liaise with marketing and PR colleagues to maximise the promotion of our events.
- Any other duties as deemed reasonable and necessary by the Production 78 board of directors to meet the needs of the business.