

## PRODUCTION ASSISTANT JOB DESCRIPTION

The role of the Production Assistant is to assist the production team on our summer schedule of events and festivals. The role is to be part of the production team responsible for the pre-event preparation, working at the live event and the post event consolidation. This will include sourcing/booking suppliers, researching, administrative tasks, scheduling, logistics and assisting on the organisation on site at the event.

You may be expected to camp at certain events and provide your own camping equipment. Working hours tend to be long, with lots of time being on your feet. There will be a combination both early and late starts on build, break and show days.

### Roles & responsibilities:

#### Office:

- Provide administrative and logistical support to all department managers and crew, scheduling and managing workflow processes
- Responsible for all purchasing, sourcing quotes, raising PO's and forwarding invoices and credit notes
- Booking of crew, equipment, services, transport, catering and accommodation
- Support the Finance Manager in accurate updating of budgets and reconciliation
- Support the Production Manager in updating event delivery schedule
- Manage and maintain all production paperwork, keeping a strict filing and inventory system
- Assist in the collation and transport of storage inventory to include production equipment, bar equipment, décor and flight case inventory

#### Onsite:

- Coordinate the timely delivery and collection of all equipment for site build and derig days. First port of call for all contractors, suppliers, freelancers
- Obtaining all contractor/supplier Health and Safety documents
- Ensure production schedule and contact sheet is up to date

- Make sure all bar flight cases are fully stocked and inventory is stored appropriately
- Arrange additional requested flight case supplies in a timely manner for bar managers
- Act as Site Office Manager, keeping logs up to date including:
  - Food Allowances
  - Petty Cash/Per Diems
  - Passes
  - Incidents and accidents
  - Vehicle sign in and out
  - Vehicle diesel and repair
  - Meal and drink vouchers
  - Radios
- Support the Production Manager and crew in the timely handover of bars to the Managers
- Conduct regular walk through of all bars to ensure smooth operations

#### Skills required:

- Organizational and time keeping skills
- Strong planning, organisational and interpersonal skills
- The ability to respect confidentiality and use discretion
- Solution provider
- Event knowledge
- Bar experience desired
- Ability to work co-operatively within a small team
- Driver's license preferred