THE FAIR
PART OF THE BIG CAT GROUP

RECRUITMENT - Event Production Assistant

Job description

We are looking for a Production Assistant 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.

Key duties/responsibilities of Event Production Assistant

- Sourcing and managing event suppliers for equipment
- Place orders for equipment and negotiate deals with suppliers
- Research new and existing event spaces and venues
- Assist production team with administrative tasks
- Issue and log purchase orders and check invoices against them
- Keep track of payments and expenses and log them into budgets
- Compile meeting agendas and take minutes from meetings
- Compile contact sheets for event staff, suppliers and key contacts
- Collate safety documents, training certificates and insurance for suppliers and staff
- Assist with recruitment of event staff
- Assist on the delivery of creative production
- Assistant the production managers and safety officers on issues that may arise
- Undertake research as and when required
- Keeping regular inventories of items owned by The Fair in storage and in the office

Responsibilities on site:

- Managing the accreditation system for everybody entering site in the run up and during the event
- Acting as Site Officer Manager, ensuring the all items are logged out efficiently
- Ensuring petty cash expenses are logged and transferred to budgets
- Ensuring incidents, losses and damages are logged immediately and incident reports are carried out
- Acting as the friendly and helpful but firm hub of the site!
- Giving site safety inductions

Essential skills

- Good English including written and verbal
- Strong planning, organisational and interpersonal skills
- An ability to work effectively under pressure
- A strong working knowledge of Microsoft Office (Especially Excel).
- The ability to respect confidentiality and use discretion
- Enthusiasm and a willingness to learn

Desirable skills

- Strong interest or experience working on live events or festivals

NOTES

- The successful applicant must be able to work from The Fair headquarters in Aldgate, London for the duration

Any suitable applicants should send their CV to natalie@wearethefair.com , successful candidates will be asked to come in for an interview