

# Person Specification

Job Title	Events Production Assistant
Department/Location	Events Production, Bridgend (Address Above) Travel and working away from base required occasionally.
Line Management	Director Events
Spinal Pay Grade	1 to 9 (£22,997.52 to £29,246.40)
Basic Hours Per Week	37.5 Hours + Overtime per week
Annual Leave	21 days (pro rata) plus bank holidays
Workplace Benefits	Workplace pension, free workplace parking, good public transport links

Core Requirements	<ul style="list-style-type: none"> <li>• Hold a formal qualification in 'Event/Theatre Production' to a btec, graduate or post graduate level eg At least a level 5 vocational qualification in event production related studies;</li> <li>• Some professional experience in an event/theatre work environment;</li> <li>• C grade or higher in English and maths GCSE;</li> <li>• Excellent computer and IT skills;</li> <li>• Good spoken and written English skills;</li> <li>• Good understanding of Microsoft Office applications;</li> <li>• Experience in working to a budget and managing petty cash;</li> <li>• Approachable and professional manner including good standards of personal presentation;</li> <li>• Positive, pro-active and creative approach to problem solving;</li> <li>• Ability to work under own initiative and self-manage;</li> <li>• Ability to work as part of a team;</li> <li>• Ability to work flexible hours;</li> <li>• Commitment to excellent customer service;</li> <li>• Strong communication skills: oral and written;</li> <li>• Interpersonal skills including: tact; diplomacy; the ability to see alternative points of view;</li> <li>• Excellent organisational and planning skills.</li> </ul>
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Registered as a company in England & Wales No. 04316263; under the Data Protection Act 1998 No. Z8545846; VAT No. GB 790 5645 04.  
 Is an accredited member of the Contractors Health & Safety Assessment Scheme; an accredited Living Wage Employer; a member of the Production Services and National Outdoor Events Associations; and a subscribing member of the British Standards Institution.  
 We are also ISO9001:2015 Quality Management, ISO14001:2015 Environmental Management, and Cyber Essentials Certified.



Physical Requirements	Regularly	Frequently	Occasionally
Sitting	Yes		
Standing		Yes	
Walking		Yes	
Climbing/Balancing	Yes		
Reaching – With Arms and Hands	Yes		
Stooping, Kneeling, Crouching, Crawling	Yes		
Talking	Yes		
Hearing	Yes		
Feeling/Touching	Yes		
Clear Sight	Yes		

Desirable Requirements	<ul style="list-style-type: none"> <li>• Clean Driving Licence;</li> <li>• Clear foresight and contingency planning abilities;</li> <li>• Calm under pressure and during busy workload periods;</li> <li>• Eye for detail;</li> <li>• Good Spoken and Written Welsh Skills;</li> <li>• Basic understanding of ISO9001, ISO14001 and British Standard systems of working;</li> <li>• Autodesk AutoCAD Experience.</li> </ul>
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Company Statement	<p>Production 78 provides a specialist, efficient and dedicated creative events team to create high quality, smooth-running and unique events.</p> <p>Production 78 is Wales' leading Creative Event Agency, offering turnkey event solutions from corporate meetings and conferences, to exhibitions, awards and festivals. We create over 300 events every year for over 100 different clients in both the public and private sectors as well as our own events portfolio. We achieve this by following audited work systems and detailed company working procedural and safety policies.</p> <p>Production 78 Limited is:</p> <ul style="list-style-type: none"> <li>• An equal opportunities employer.</li> <li>• ISO9001 and ISO14001 accredited.</li> <li>• SSIP Accredited (Safety Systems In Procurement)</li> <li>• A member of the British Standard Institute (BSI)</li> <li>• A member of the Production Services Associated (PSA)</li> <li>• A member of the National Outdoor Events Association (NOEA)</li> </ul>
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## Applications

Applications should be made using the online application form <https://www.production78.co.uk/about-us/application-form> by the end of Sunday 24<sup>th</sup> March 2024. Should you require this form or any other paperwork in an alternative format please email [iwantajob@production78.co.uk](mailto:iwantajob@production78.co.uk).

Shortlisting will take place on Thursday 28<sup>th</sup> March 2024 and candidates will be invited to an interview on Thursday 4<sup>th</sup> April 2024 in person at our Bridgend office. Candidates will be interviewed by up to three members of the Production 78 Team. Offers will be made to the successful candidate, subject to satisfactory references.