

Job Advertisement

Events Production Assistant

Bridgend Based – Travel and working away from base required occasionally.
Competitive Basic Salary c. £22k – £29k (pro-rata)
37.5 Hours per week

Production 78 are looking for an organised, driven and confident Events Production Assistant to work in our event production management team in producing Production 78's ever-expanding portfolio of events.

Core Duties

The role of Events Production Assistant will include providing assistance at both our office base in Bridgend during the planning process and out on site during events; assisting with the planning, designing and scheduling of events; co-ordinating staffing; contracting and scheduling subcontractors; venue booking, client liaison and budget monitoring.

Job Specification

We are looking for a person with an approachable and professional manner who is organised, driven and has a good level of personal skills in a wide range of work environments. Production 78 aims to achieve high production values at all our events and the appointed person will be expected to meet and push the quality boundaries we deliver to our clients.

About Us

Production 78 is a thriving and growing, creative events company with a big impact. Based in Bridgend, we produce over 300 events every year for our ever-expanding list of local, national and international clients including:

The Welsh and UK Governments
Many Welsh and UK Local Authorities
The NHS and Public Health Wales
Amgueddfa Cymru Museum Wales
National Highways
National Grid
Leonardo Hotels
BBC
Plaid Cymru
Royal British Legion
Cardiff and South Wales Universities

If you're interested, then please visit our website [Vacancies at Production 78 Limited](#) to download the full role details and to complete the online application form. Alternatively send a short email of introduction to iwantajob@production78.co.uk and we can email the weblinks to you.

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.

