

Person Specification

Warehouse & Production Technician

Job Title	Warehouse & Production Technician
Department/Location	Events Production, Bridgend (Address Above) Travel and working away from base required occasionally.
Line Management	Production Manager
Spinal Pay Grade	3 to 9 (£26,850.78 to £ 30,876.89)
Basic Hours Per Week	37.5 Hours + Overtime Per Week
Annual Leave	21 days plus Bank Holidays
Workplace Benefits	Workplace pension, free workplace parking & good public transport links.
Probationary Period	3 Months

Core Requirements	1. Hold a formal qualification in 'Live Events' to a btec, graduate or post graduate level eg At least a level 5 vocational qualification in event production related studies; 2. Experience of systems and operation of live & recorded sound equipment (including digital desks) 3. Experience of systems and operation of stage lighting and power distribution equipment. 4. Good working knowledge of event technical equipment with experience of systems and operation of video equipment, streaming equipment, audio-visual equipment, video, presentation software & web streaming. 5. Some practical professional experience in an event management or theatrical work environment. 6. Clear and logical understanding of the technical fault-finding process. 7. C grade or higher in English and Maths GCSE; 8. Excellent computer and IT skills; 9. Good spoken and written English skills; 10. Good understanding of Microsoft Office applications; 11. Good understanding of Apple and PC computer systems. 12. Experience with or with similar applications as follows: a. Adobe Creative Cloud Suite – Premier Pro b. QLab c. AutoCAD d. Sketchup e. Current RMS 13. Experience in working to a budget and managing petty cash; 14. Approachable and professional manner including good standards of personal presentation; 15. Positive, pro-active and creative approach to problem solving; 16. Ability to work under own initiative and self-manage; 17. Ability to work as part of a team;
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	18. Commitment to excellent customer service; 19. Strong communication skills: oral and written; 20. Interpersonal skills including: tact; diplomacy; the ability to see alternative points of view; 21. Excellent organisational and planning skills;
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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	1. Clean Driving Licence; 2. Clear foresight and contingency planning abilities; 3. Calm under pressure and during busy workload periods; 4. Eye for detail; 5. Good spoken and written Welsh skills; 6. Understanding of structured IP networks and their use with event technical equipment. 7. Knowledge of 'BS7909 Temporary Electrical Systems' guidance. 8. Basic understanding of ISO9001, ISO14001 and British Standard systems of working; 9. Good understanding of Health & Safety in both a warehouse & event site environment and the application of safe working practices.
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Company Statement	Production 78 provides a specialist, efficient and dedicated creative events team to create high quality, smooth-running and unique events. 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. Production 78 Limited is: • An equal opportunities employer. • ISO9001 and ISO14001 accredited. • SSIP Accredited (Safety Systems In Procurement) • A member of the British Standard Institute (BSI) • A member of the Production Services Associated (PSA) • A member of the National Outdoor Events Association (NOEA) • A National Living Wage Employer • Cyber Essentials Certified • Signed up to the Welsh Government Equality Pledge • Signed up to the Welsh Government Green Growth Pledge • Disability Confident Committed
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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 12th July 2026. Should you require this form or any other paperwork in an alternative format please email iwantajob@production78.co.uk. Shortlisting will take place on Wednesday 15th July 2026 and candidates will be invited to an interview on Wednesday 22nd July 2026 or Thursday 23rd July 2026 in person, or online (subject to agreement with interview panel). 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 and DRB check (where required).
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