

## Job Description

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### Events Production Assistant

#### Job Specific Duties

- Provide production assistance both in the office and at events.
- Assist in the production of detailed proposals for events (eg timelines, venues, suppliers, legal obligations, staffing and budgets).
- Assist in the planning of events, layout designs, scheduling get-ins and get outs and other generic production duties.
- Assist in the co-ordination of staffing requirements, bookings, contracts, schedules of engagement and staff briefings.
- Assist in the preparation of equipment for day to day activity at events sites and venues.
- Assist in the co-ordination of event activity including subcontractors, suppliers, handling client queries, trouble shooting in order to ensure that the event runs smoothly.
- Collate, complete and file event paperwork on completion of an event.
- Liaise with marketing and PR colleagues to maximise the promotion of our events.
- Assist in the securing and booking of venues or locations for events.

#### Core Duties

- Agreeing to, working with and reporting back on company and event budgets.
- Contributing to and researching business development opportunities and markets in order to grow the business.
- Operation of company finance procedures, managing event budgets, keeping within budgets and returning completed petty cash and credit card expenditure.
- Working alongside the team to achieve business sales targets as agreed with the board of directors.
- Assist with meeting potential clients in order to promote business sales as required.
- Working with the directors to ensure that insurance, legal, health and safety obligations, sustainability and other company policies are adhered to; including the completion of health and safety documentation where required to meet the requirements of our independent safety accreditation eg Event Plans, Risk Assessments and Event Safety Sign Off Documents.
- Contribution to post event evaluation (including data entry, analysis and producing reports for event stakeholders).
- Assist in the promotion and implementation of company systems of work and procedures to all staff working for the company, especially ISO9001 and ISO 14001.
- Deliver added value to every client of Production 78 Limited every time.
- Any other duties as deemed reasonable and necessary by the Production 78 board of directors to meet the needs of the business.

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.

