



## Recruitment details

<b>Fulltime Position</b>	<b>Projects Coordinator</b>
<b>Date</b>	<b>January 2018</b>

## Company Overview:

Staging Services Ltd, based in Walsall in the West Midlands is an award winning technical facilities provider to the exciting and diverse live events industry.

Working with Production Companies, complementary suppliers, end user clients and venues alike we are regularly involved in the technical production of conferences, fashion shows, exhibitions, award dinners, product launches, outdoor events and corporate themed events.

Our core business is the manufacture and supply of our own presentational products such as modular staging [indoor and out], conference stage sets, modular LED starcloth, ground support systems, dance floors, stage props and thematic dressing either on a 'dry' or 'wet' hire basis.

We now have a vacancy for a Projects Coordinator/CAD Technician who after specific product training would be able to advise clients in the best use of our products and manage a number of projects concurrently.

## Job Description:

The following is not an exclusive or exhaustive description of the role. Other duties may be requested of the Projector Coordinator if it is believed they are capable of performing the given task competently and safely.

- Take clients instructions either over the phone or by attending client meetings.
- Advising clients in the best use of our products.
- Create estimations and quotations for equipment hire and logistics.
- Discuss and confirm project costs with clients.
- Collate and manage all necessary project documentation.
- Create equipment schemes and venue layouts using Autocad Light.
- Undertake site surveys and create accurate plans and elevations of venues.
- Produce equipment load lists.
- Create site briefing notes for our on site technicians.

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- Place orders for consumable items.
- Produce job risk assessments and method statements.
- Monitor projects and report back into management meetings.
- Attending site to liaise with the client and our stage technicians on larger projects.

### **Required Personal Competencies:**

The successful applicant will be able to demonstrate;

- An interest in the live events industry.
- Good communication skills at differing levels.
- Excellent, structured administrative skills.
- A proactive disposition for advancing projects through to completion.
- The ability to work as a key member of a small team.
- An appreciation of related presentational disciplines such as audio-visual and stage lighting.
- Good computer literacy using Microsoft office products.
- Previous experience using CAD software preferably AutoCad Light.
- A general technical appreciation.
- An appreciation of event logistics.
- An ability to manage a number of projects concurrently.
- An ability to turn work around quickly and accurately in order to meet exacting deadlines.
- An ability to respond to client requests at short notice and to make project amendments.
- The ability to prioritise and plan out a daily workload.
- Full driving licence.

### **Responsibilities**

- Fully understanding a client's exact requirements.
- Accurately administrating the projects.
- Taking overall responsibility for individual projects.
- Ensuring that the company's key objectives and standards are maintained throughout each project.
- Creating accurate venue and project scheme layouts.
- Ensuring that the project remains within the agreed budget.
- Ensuring that the project remains sufficiently profitable.
- Quantifying and allocating equipment to individual contracts.
- Hiring in of non-stock equipment and consumable products.
- Instructing and liaising with our in house workshop technicians, warehouse, transport and the installation team.

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- Maintaining contact between all parties and updating all parties accordingly.
- Liaising with third parties such as venues and other suppliers.
- Identifying any equipment or personnel problems, or sub-standard working practices.
- The reporting of the above and taking an active role in resolving any issues.

**Rewards:**

- Full time position.
- Varied and interesting workload.
- Negotiable salary subject to experience and skill level.
- Twenty eight days annual paid holiday.
- Free parking.

Apply with cover letter and CV to Julie Stephenson-Airey [Julie@stagingservicesltd.co.uk](mailto:Julie@stagingservicesltd.co.uk)