

JOB DESCRIPTION

CREW COORDINATOR

JOB TITLE: CREW CO-ORDINATOR
CORE HOURS REQUIRED: 40 HOURS PER WEEK
SALARY BAND: COMPETITIVE + BENEFITS

PRIMARY RESPONSIBILITIES

It is expected that you will take ownership of the following;

- Crew planning and interaction with the project team
- Client liaison and Freelance crew relationship management
- Ensure all projects are adequately crewed
- Crew project administration
- Crew project financials and budgets
- Crew travel and accommodation management
- Health & Safety
- Internal relationships

YOUR SKILLS, QUALIFICATIONS & EXPERIENCE

- Industry knowledge and experience working in live events
- Experience in working with freelance crew
- Proficient in business administration of all crew documentation
- Knowledge of accounting in relation to purchase orders and invoicing
- Ability to work under pressure and to tight deadlines
- Advanced MS Office application skills (Outlook, Excel, Word)
- Proficient in business administration and management of crew documentation

TO APPLY

Fill out our application form on the website or send your CV & cover letter along with answers to questions below to people@negearth.co.uk.

- 1) Are you eligible to work and live in the uk?
- 2) Will you require sponsorship to continue to work and live in the UK in the future?
- 3) We are based in NW10 7LT. Please confirm that you are/will be within commutable distance to NW10 7LT.
- 4) There is a requirement for the ideal candidate to be flexible around working hours as this role will require weekend work on rota. Is this something you would be comfortable with?
- 5) What is your current notice period?