

JOB DESCRIPTION

PROJECT COORDINATOR

JOB TITLE: PROJECT 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;

Working in direct collaboration with the Project Manager of each production allocated to.

- Project administration
- Managing equipment required for a project
- Crew planning and interaction
- Project financials and budgets
- Client liaison and relationship management
- Venue knowledge
- Health & Safety
- International shipments
- Internal relationships

YOUR SKILLS, QUALIFICATIONS & EXPERIENCE

- Industry knowledge and experience working in live events
- An established wealth of lighting equipment knowledge
- Expert knowledge and competent in using a rental stock management system
- Proven experience interpreting plots
- Able to work under pressure and to tight deadlines
- Intermediate knowledge of Microsoft Outlook, word & excel
- Ability to work overtime when required

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?