

Job Title:	Project Co-Ordinator
Department:	Projects
Core Hours:	37.5hrs
Probationary Period:	3 Months
Salary:	£25,650 - £32,500

### **What makes Neg Earth different and what we can offer you?**

Founded in 1983 by Dave & Pip Ridgway, Neg Earth Lights is a family-owned lighting and rigging equipment supplier for the entertainment industry. We are based at our purpose-built state-of-the-art facilities in Park Royal, London. Every day is different and brings new and exciting challenges. We have a commitment to a sustainable future for the live events and touring industry, one that sparks real emotions and long-lasting memories whilst creating a sense of belonging for our team.

With over 40 years' experience of investing in the latest equipment, in our people, and in our relationships, we encourage ingenuity, creativity, and the exploration of new ways to collaborate.

From concept to delivery, our team takes great pride in our reputation for innovation, quality, and reliability. We seek to invest in the latest and best equipment and ensure everything, from flight cases to truss is maintained to the highest standard. We are forward thinking and flexible, making the complex, simple and the simple, exceptional. No matter the size or scale of the project we take pride in our consistency and customer focused approach.

Your training and development take centre stage; from your first day with us we will encourage and support you throughout your career. Our NELL Academy training programmes support your wellbeing and ensure you have the skills and knowledge to excel in your role. Our Leadership programmes enable your managers to help you succeed and our competencies guide your development enabling you to realise your full potential. We create an inspirational environment rewarding employees for their hard work.

Our vision is one that is sustainable for Neg Earth Lights, our Team, the Live Events Industry and the Planet. With us, everything is possible, and we strive to ensure every member of our team is acknowledged and can take pride in their delivery of projects..

### **Is Neg Earth the right fit for you?**

We are looking for self-motivated individuals with plenty of initiative who use their ability to develop strong relationships to deliver exceptional customer service. Working proactively and collaborating with others to overcome problems and resolve issues.

Our reputation for excellence requires attention to detail and a high level of accuracy combined with a natural curiosity around what makes things work.

If you like to immerse yourself in exciting and challenging environments and work both independently and as part of a diverse team, then Neg Earth Lights could be the place for you.

### **The role**

The purpose of the Project Coordinator role is to act as a support and key coordinator for all aspects of planning and delivery of our live events and tours.

### **Concept to delivery project management**

- Act at a central point of contact, manage and update all project information accurately. Ensure all stakeholders are kept up to date with changes.
- Effectively manage your own time effectively across multiple projects, running across multiple timelines and stages
- Collaborate and support project manager in all aspects of the project from stock booking to quotation, preparation to load and event support to return.
- Work closely with production, freight forwarders and our procurement team to prepare international shipping paperwork e.g. manifests.
- Use our stock management system to enter and maintain all resource requirements for equipment, crew, and transport.
- Liaise with and support our operations team to ensure they have all the information to deliver high quality, prepped equipment is prepped to the prepare and load the equipment.

#### **Project resource management and coordination**

- Use and develop your knowledge of what it takes to put a tour or event lighting system together to build an accurate equipment list from client's designs plots and paperwork.
- Use and develop your knowledge of the skills and crew required to build a successful team for the event or tour.
- Build your knowledge of Neg Earth freelance crew. Work with the crew booking team to identify, contact and book the crew for an event or tour.
- Highlight and pro-actively address equipment shortages. Liaise and build relationships with third party suppliers, consider all trading variables when organising sub-hires. Ensure the best deal is secured for the company.
- Facilitate and support project managers in conversations with the fabrication team to develop bespoke solutions and re-use older fabricated stock items.

#### **Client relationship management**

- Work pro-actively as the name and face of the company. Establish a rapport, build trusting relationships with all stakeholders including clients, suppliers, and freelance crew.
- Find and develop opportunities to develop new relationships and with experience potential future clients.
- Connect with and support other companies/departments involved in the production e.g. sound, video. Using your knowledge and Neg equipment to deliver a total package.

#### **Personal attributes, Skills, Qualifications and Experience:**

##### **Essential**

- Interest in the Live events and touring industry
- Excellent communication and organisational skills
- Technically minded creative thinker with diagnostic problem-solving abilities



- Relationship builder and team player
- Flexible and the ability to adapt and overcome challenges.
- Intermediate level Microsoft 365

**Desirable**

- Knowledge of the live events industry, lighting and rigging equipment.
- Previous experience of rental/stock management systems
- Project management skills