



JOB DESCRIPTION

PROJECT CO-ORDINATOR

COMPANY SUMMARY

Rockit is a technical production and hire company, supplying the event industry with technical services, lighting, sound and audio visual equipment. The company was founded in 2007 and has experienced rapid growth in the last five years, meeting and exceeding the needs of a wide and prestigious client base. Rockit is a small company, with a huge appetite to succeed, striving to maintain a personal, bespoke and flawless experience for our clients. Our 'can do' and thorough approach ensures the exceptional standards required to deliver the high quality events in which we pride ourselves. With our warehouse based just north of London, we have good transport links into Central London where the majority of our work is placed although our clients and events are placed across the UK.

JOB SUMMARY & WORKING DETAILS

- Job Title:** Project Co-Ordinator
- Responsible to:** Operations Director
- Place of work:** Norton Building, 14 Tewin Road, Welwyn Garden City, AL7 1BW
- Salary Range:** £20,000-£25,000
- Weekly Hours:** 42.5 hours per week, 8.5 hours per day with a 30 minute lunch break. 5 days per week, Monday to Sunday as required, with a maximum of 2 weekends expected per month.
- Overtime:** Overtime rates are pro-rated for your salary. You will be required to work late, outside of 'normal hours' during busy periods and a flexible approach to overtime will be required.
- Holiday:** 30 days including bank holidays. Our holiday year runs from March to February.

JOB OUTLINE

As a project co-ordinator, you will be expected to be a skilled, diligent and supportive team member. Our busy office and warehouse will require you to be highly motivated, proactive and able to work well in a high pressured environment. Daily, you will deal with customer enquiries, booking in jobs and equipment and liaising with suppliers and other industry service providers. You will develop to be a source of knowledge about our stockholding and will support the development of the dry hire aspect of our business, actively working to introduce new clients and business. You will produce client quotations and will support and build good relationships with key clients and venue accounts. To ensure our stockholding is at the forefront of our industry, you will facilitate the re-sale of ageing and the purchase of new equipment. Alongside your hire focus, you will support company operations by: producing weekly and daily schedules for staffing and transport including the booking of freelancers; managing equipment availability for both dry hire and production work; and arranging sub rental of equipment. Exceptional organisation and communication are key skills required for this role which you will demonstrate by producing and sharing thorough schedules and call sheets so that company operations run smoothly. This is a client facing role where relationships are key and so you will need to be well presented with a warm and accommodating personality that fosters trust and confidence. We are looking for someone who is happy to be proactive and use their ingenuity to develop and promote improvements; your ideas will lead to new procedures and protocols to further refine our processes, ensuring we are operating with utmost efficiency and accuracy. We are a small company and so there will be occasions where you will be needed to be willing to support other teams including the warehouse. Having experience within the AV industry would be greatly beneficial however a passionate approach and a willingness to learn is what we're looking for! We pride ourselves on our high standards and hard working ethos and would expect you to match this with your working style. Live events can mean long hours, with early starts, late evenings and work at the weekends so a positive, good humoured attitude is essential alongside a passion for and dedication to the industry.

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ROLES AND RESPONSIBILITIES

To include but not restricted to:

- Producing weekly and daily schedules for staff, equipment, vans and drivers
- Organising sub rental, local crew and freelance contractors
- Working with Warehouse Manager to ensure processes and logistics are thorough, timely and suit business requirements
- Supporting Operations Director
- Manage and book equipment for projects and dry hire jobs
- Assisting with purchasing and stock management
- Produce client quotations for dry hire bookings
- Support key client and venue accounts
- Support the development of the dry hire business, ideally introducing new clients to the business
- Facilitating the resale and replacement of ageing stock, with support and approval from management
- Supporting the development of rigorous procedures and protocols to further enhance efficiency and standards
- Developing a thorough knowledge of our stockholding
- Any other reasonably requested duties as requested by the management

ESSENTIAL SKILLS

- Strong desire to learn and develop in the industry
- Good IT knowledge
- Knowledge of both Mac and PC
- Excellent communication and organisation skills
- Excellent time management skills
- Tidy and organised working style
- 'Can do' and flexible attitude
- Proactive and self-motivated
- Driven and happy to work alone
- Strong team player
- Thorough approach to working with close attention to detail
- Proven ability to work well under pressure and with tight deadlines
- Exceptional customer service with a polite and accommodating approach
- Full, clean, UK driving license
- Willingness to be a company First Aider

DESIRABLE SKILLS

- Experience with hire tracking & scheduling software (Current RMS & Team Track)
- Knowledge and experience with Lighting, Sound, Video, Staging and Set
- 1+ years events industry experience
- On-site experience as a technician or similar (i.e. stage management)
- Qualification related to AV, live events or theatre production
- Scheduling Experience
- Transport/Logistics Experience
- Comfortable driving large vans in Central London
- Management Experience

APPLICATION

To apply for this position, please send a cover letter and CV to jobs@rockiteventproduction.co.uk or feel free to contact us with any queries you may have.

Interviews will be carried out week commencing 06/09/2021 and the successful candidate will be required to start immediately or as soon as possible.