



Warehouse Manager, £36590k to £40009k per annum + overtime & benefits

**Company:** Wise Productions (UK) Ltd

**Location:** London, United Kingdom

**Hours:** 9:00-5:00pm, Monday to Friday

### Who We Are

Wise Productions is an **employee-owned** creative events production company based in West London, with a talented team of over 60 Co-Owners. With a longstanding commitment to innovation, excellence, and a client-centric approach, we pride ourselves on delivering unforgettable event experiences in the UK's most beautiful venues.

Our core values of **enthusiasm, dependability, collaboration**, and a **client-first** mentality are at the heart of everything we do, and our recruitment process is designed to zero-in on candidates who truly share these core values. For the right person, this is an exciting opportunity to join a highly regarded event production company, and be part of our future success as we leverage our employee-ownership model to drive further growth.

### Position Overview

As a direct report to the Head of Project Operations, you'll hold a crucial position in supporting operational activities at Wise Productions. Your responsibilities will involve close collaboration with Production Managers, logistics/crewing teams, technical departments, and freelance technicians. Additionally, you'll supervise our in-house technicians to ensure alignment with client requirements and accredited venue standards, striving for excellence in every project delivery.

### Key Accountabilities

- Leadership management
- Organisation of Loads & Tips
- Resource Allocation & Management
- Equipment maintenance and preparation
- Health & Safety within the warehouse
- Technical Expertise & Problem Solving

### Day-to-Day Responsibilities

- Manage day-to-day operations of the warehouse facility, including receiving, storing, and distributing equipment and materials.
- Line Management of the cross technical team including leading meetings, timesheets, leave and quarterly reviews
- Involved in hiring & training of new warehouse staff
- Excellent communication with production team, Logistics/crewing, Technical Team & Set and Scenery

- Planning and creating schedules for the team as well as booking external support when necessary
  - Managing the loading and unloading of vehicles, ensuring on time delivery
  - Overseeing the prepping of equipment accurately and to a schedule
  - Keeping the warehouse clean, tidy, and well organised
  - Utilise inventory management systems and software to track stock levels, monitor usage, and generate reports.
  - Maintaining stock levels of consumables
  - Conduct regular inspections of technical equipment to ensure compliance with safety standards and regulations.
- Key holder/ Emergency contact

#### Who are you?

##### Experience:

*Essential* Experience in Technical production for events

##### Skills and Abilities:

*Essential* Management of a team  
A good working knowledge of other aspects of event production, rigging, staging and AV.  
Basic computer skills.  
Driving Vans.  
Experience of equipment maintenance including PAT testing.

*Desirable* Operation of lighting control systems  
Experience of working with PA systems.  
Experience of Hire Track or other inventory management/rental software.  
Experience of mentoring junior staff.

##### Qualifications:

*Essential* Full, clean driving licence

*Desirable* Fork Lift Licence  
IPAF Licence  
First Aid at Work qualification.

##### Disposition and Attitude:

*Essential* Ability to work as part of a team, whilst managing them.  
Able to work on own initiative.  
Efficient time management with ability to work to strict deadlines.  
Positive and flexible approach to problem solving.  
Willingness to work unsociable hours when required.



To find out about our company benefits please view the last page.

Interested? We'd love to hear from you! The closing date for this role is 30 April 2024.

*Wise Productions is proud to be an equal opportunities workplace and supports requests for flexible working arrangements subject to the needs of the business. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, origin, sexual orientation, age, disability, marital status, or gender identity.*

# COMPANY BENEFITS



## BENEFIT

## ENTITLEMENT

### EO

Opportunity of profit share dependent on company performance (including the first £3,600 tax free per annum)

EO benefits shared upon employment

EO business model - benefits include becoming a company Co-Owner, Employee Voice, and business transparency

EO benefits shared upon employment

### Time off & flexible working

30 days annual leave, including bank holidays

Immediate upon employment

Additional annual leave linked to length of service

After 1 year and up to 4 years of service

Hybrid, flexible working arrangements (role dependant)

On passing probation

Paid overtime or choice to take TOIL (time off in lieu)

Immediate upon employment

Opportunities to apply for unpaid leave

Immediate upon employment

Enhanced maternity, paternity & adoption leave

Linked to length of service

Additional holiday pay based on average monthly earnings

Immediate upon employment

### Health & wellbeing

Enhanced sick pay

On passing probation

Health Assured Employee Assistance Programme (EAP)

Immediate upon employment

Access to Medicash - a healthcare plan which reimburses costs for every day health care  
[Click here for the full list of benefits!](#)

Level 2 - on passing probation  
 Level 4 - after 3 years of service

Salary sacrifice 'Cycle to Work' scheme and Octopus Energy 'Electric Vehicle Salary Sacrifice' scheme

On passing probation

Annual team building day & quarterly socials

Immediate upon employment