



WISE PRODUCTIONS

## Production Administrator

Wise Productions / West London

### About the Company:

Wise Productions is a creative technical production company. Our expert project managers, technicians and designers deliver a tailor-made service of lighting, sound, video, staging and set design for events in London's most unique venues, as well as cutting-edge digital events using pioneering virtual production and green screen broadcast solutions.

This is an exciting opportunity to join a successful high-end production company to work on a range of exciting and creative projects in London's most prestigious and beautiful venues. The company believes strongly in personal development and training, and the successful candidate will be supported and mentored to enable progression within the company.

### The role:

Reporting to the Crew & Logistics Manager, this is an exciting opportunity to join a successful, high-end production company in an administrative role supporting the Operation Team.

To be successful in this role, you should be well organised and a good team player with strong administrative skills.

The company believes strongly in personal development and training, and the successful candidate will be supported and mentored to help them succeed in this new role.

### Key responsibilities

- Assist with creating production details and liaising with crew & venues where needed
- Completing security forms and sending to venues
- Maintain freelancer database, including requesting documentation before license renewal dates
- Request and collate all information for new freelancers (Public Liability Insurance, licences, IPAF, UTR numbers)
- Check / sign off contractor invoices and input onto database
- Assist the team with raising / sending out purchase orders and requesting quotes from suppliers
- Distributing the post and looking after utilities (energy suppliers etc)
- Supporting the wider team with admin duties

### Essential skills:

- Proven experience in a similar role
- Knowledge of Microsoft Office Suite / Outlook
- Team player and outgoing
- Problem solving attitude with an eye for detail
- Excellent organisational and time management skills
- Strong written and oral communication skills

### Desirable skills

- Knowledge of Xero Accounting software
- An understanding of the live events industry
- First Aid at work qualifications

***The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.***

**Place and hours of work:**

Wise Productions has a hybrid approach to working arrangements. This role involves time in the office and working from home.

Normal working hours are 9.30am-14:30pm, Monday-Friday working 3 days in the office and 2 from home (if needed). The company supports colleagues with requests for flexible working arrangements subject to the needs of the business.

**What we offer:**

- £20,000 per annum depending on experience
- 25 hours per week
- Paid overtime or time off in lieu
- 28 days annual leave inclusive of Bank Holidays
- Additional annual leave linked to length of service
- Development and training opportunities to enable progression within the company
- Pension scheme

**Application details:**

Please send a covering letter stating why you want to work for Wise Productions and why you would be suitable for the position, along with a copy of your CV to [recruitment@wiseproductions.co.uk](mailto:recruitment@wiseproductions.co.uk)

Closing date for applications: