



WISE PRODUCTIONS

Job Description – Staging Production Technician

February 2022

About the Company:

Wise Productions is a creative technical production company. Our expert project managers, production managers, technicians and designers deliver a tailor-made service of lighting, sound, video, virtual, staging, and set design for events in London's most unique venues and beyond.

The company is made up of 28 full-time event professionals. We're a friendly and sociable team with a professional and attentive approach towards our clients and venues.

This is an exciting opportunity to join a successful high-end production company to work on a huge 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.

Purpose of the role:

Wise Productions is currently looking for an experienced Staging Production Technician to join the set and scenery team. The post holder will play a significant support role in the day-to-day operation of the set and scenery department, working closely with other internal departments and off-site workshop to ensure information flow is accurate, timely, our service is client-focused, and meets the needs of our accredited venues and delivers excellence for every project.

This would suit a bright, self-motivated individual who enjoys working within a team and has a good knowledge of all set and scenery processes and systems for supporting staging, props, and scenery, as well as onsite installations and derigs. This role is predominantly office based with a practical warehouse component and the opportunity for onsite work.

The post-holder would be responsible for specifying and communicating all the core set and staging needs to ensure the team are able to plan resources and materials.

Knowledge and experience of using industry standard materials and suppliers is essential along with a good working knowledge of methods, techniques, and processes. This post reports directly to the Head of Technical and will work closely with the Head of Set and Scenery as part of the Operations team, but the successful candidate would also work closely with the team of Project and Production Managers to ensure the offering is client focused and quality driven. The post holder would also attend site visits and pre-production meetings with clients and venue teams as part of the production planning process.

Main responsibilities:

- Bridging communication between two sites for the set and staging department, involving the Head of set & scenic and Head of creative where needed.
- Working with Project and Production managers planning set and scenic systems, from initial enquiry through to final delivery.
- Assisting with onsite installations and derig, manage, and brief staging teams.
- Maintaining and overseeing a high level of H&S and good working practice.
- Using HireHop to manage equipment inventory, recording of maintenance, and maintaining a quality of information stored.



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- Attending site meetings where necessary to assist in the planning of events, ensuring that we deliver excellence for every project.
- Planning and communicating the rolling program of preparation needs.
- Ordering materials to be delivered in a timely fashion.
- Working with Head of Technical and the Head of Set and Scenery, overseeing the maintenance of equipment.
- Working with the Warehouse Manager and workshop team, overseeing preparation of the staging and scenery kit, accurately and to a schedule, with an eye for ensuring accuracy of delivery.
- Assist in maintaining stock levels of consumables.
- Running an overnight or early morning shift in the warehouse overseeing freelance or fulltime staff.
- Supervising the loading and unloading of trucks and vans.
- Training of junior staff.
- Presentation of key statistics to inform equipment purchase and asset investment.
- Writing and sending PO's.

Person Specification:

Experience:

Essential At least three years' experience in the event lighting/sound industry or other relevant experience in theatre, etc.

Desirable Previous experience in a similar position with an event production company.
Experience in driving Luton/long wheelbase vans.

Skills and Abilities:

Essential Knowledge of set and scenic techniques and processes.
A good working knowledge of other aspects of event production, rigging, staging and AV.
Good computer skills.
Experience of equipment maintenance.

Desirable Experience of working with green screen sets.
Experience of HireHop or other inventory management/rental software.
Experience of mentoring junior staff.

Qualifications:

Desirable Full, clean driving licence.
First Aid at Work qualification.
Forklift licence.

Disposition and Attitude:

Essential Ability to work as part of a team.
Able to work on own initiative with minimal supervision.
Willingness to learn new skills and work in all technical disciplines.
Efficient time management with ability to work to strict deadlines.
Positive and flexible approach to problem solving.
Willingness to work unsociable hours when required.



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What we offer:

- £27 - £30k basic salary per annum DOE.
- 37.5 hours per week.
- Generous overtime for out-of-hours and on-site work.
- 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.
- Contributory pension scheme.

Hours of work:

Wise Productions' premises are located at Perivale Park, which is 3 minutes' walk from Perivale Station (Central Line). This role involves both time in the warehouse and working off-site at venues for events.

Normal working hours are 9.30am-5.30pm, Monday-Friday with events taking place during the evening and at weekends. During busy periods, work outside of normal hours will be required; this will normally be scheduled in advance by the warehouse manager.

To apply, please send a copy of your CV and a covering letter to recruitment@wiseproductions.co.uk.