



WISE PRODUCTIONS

## Job Description – Warehouse Team Leader

### 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 and beyond.

The company is made up of 32 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 a Warehouse Team Leader to join the warehouse team. The post holder will work closely with the Production managers, technical departments, and freelance technicians whilst managing our in-house technicians to meet the needs of our clients and accredited venues ensuring that we deliver excellence for every project.

This would suit a bright, confident and organised individual who enjoys working with and managing a team and has a good knowledge of the demands of warehouse systems and staff.

### Main responsibilities:

- Team leader to the warehouse technicians, drivers, and freelances technicians
- Creating rotas and schedules for the team.
- Managing the loading and unloading of vehicles, ensuring on time delivery.
- Planning for and booking of crew to assist, when necessary, in the warehouse.
- Conducting informal and formal staff reviews (of the warehouse team)
- Maintaining and supporting a high level of H&S and best practice.
- Excellent communication across the production teams.
- Overseeing the teams preparing and testing equipment (accurately and to schedule).
- Looking after the warehouse maintenance schedule and keeping rental software updated.
- Managing vehicle maintenance, cleaning and reporting / managing repairs.



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### Person Specification:

#### Experience:

- Essential** At least three years' experience in running a pro-active warehouse team and systems.
- Desirable** Previous experience in a similar position with an event production company. Event lighting/sound industry or other relevant warehouse/ team leader experience.

#### Skills and Abilities:

- Essential** Management of a small team  
Basic computer skills.  
Driving Vans.  
Experience of equipment maintenance including PAT testing.
- Desirable** Operation of lighting control systems  
A good working knowledge of other aspects of event production, rigging, staging and AV.  
Experience of working with PA systems.  
Experience of HireHop, 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.

#### What we offer:

- £35K – 40K basic salary per annum depending on experience.
- 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.

To apply, please send a copy of your CV and a covering letter to [recruitment@wiseproductions.co.uk](mailto:recruitment@wiseproductions.co.uk)