



Set & Scenic Workshop Junior - Job Description

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 34 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, training, and sustainable approach to business.

Purpose of the role:

Wise Productions is currently looking for a knowledgeable Workshop Junior to join the team. The post holder will work closely with the rest of the Set and Scenic team to meet the needs of our clients and accredited venues ensuring that we deliver 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 warehouse based with the opportunity for onsite work.

The post-holder would be involved in the creation of staging and scenery as well as driving/collecting materials. Knowledge and experience of using industry standard materials and suppliers is essential along with a good working knowledge of methods, techniques, and processes.

Main responsibilities:

- Ensure all equipment is checked in and out from jobs and quality is maintained.
- Helping to build special projects to spec/CAD plans, as discussed and agreed, from the Head of Scenic, Production Managers and Production designer(s).
- Prepping & Degrotting jobs (lighting/sound/AV/staging).
- Maintenance and upkeep of all staging, carpentry and power tools in the warehouse.
- General warehouse duties.
- On-site installation.
- With set and scenic team, keeping the warehouse clean and tidy, and creating efficient storage methods.
- Helping all departments with special builds and stock projects as core schedules allow.
- Carpentry
- Staging
- Driving Collections / Deliveries

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Person Specification:

Essential skills:

- An understanding of material costs and job timeframes
- Looking for progression
- Team player and outgoing
- Problem solving attitude with an eye for detail
- Excellent organisational and time management skills
- Driving licence

Desirable skills

- Proven experience in a similar role
- Background in in Retail Displays, Prop Design, or Set Building
- An understanding of the live events industry

What we offer:

- £27,000 basic salary per annum at start of contract, with periodic pay review during and beyond probation.
- 37.5 hours per week annualised contract
- 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' set and scenic premises are located at Wise Set and Scenery Workshop - Willesden Junction is the closest overground. This role involves both time in the warehouse and working off-site at venues for events predominantly within London.

This role is contracted 37.5 hours a week, there is a degree of flexibility regarding start and finish times, which may be dependent on events. During busy periods, work during antisocial hours will be required; this will normally be scheduled in advance by the Head of Set and Scenic