



Crew and Transport Co-Ordinator, £29,699 – £31,994 per annum + overtime

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

Reporting to the Crew and Transport Manager, you will play a pivotal role in Wise's operational functions. The post holder will work with a team of crew and logistics co-ordinators to ensure the right internal and external resources have been secured and allocated to projects in good time while complying with legislation, venue regulations and internal processes. The focus of the role will be supporting our Project, Production, Technical and Warehouse teams in the delivery of events through crew and logistics.

Key Accountabilities

- Booking Crew
- Booking Transport
- Production Details
- PO'ing of Suppliers

Day-to-Day Responsibilities

- Booking of crew, crewing agencies, transportation and accommodation in accordance with legislation, venue regulations and company policies
- Co-ordination between internal and external stakeholders to ensure on time delivery of resources
- Ensure crew members follow regulations and company policy
- Maintain strong relationships with suppliers, venues and freelancers
- Writing and distributing production details
- Creation of Purchase Orders

Contact Details

www.wiseproductions.co.uk
+44 (0)20 8991 6922
events@wiseproductions.co.uk

Office Address

Unit 7 SEGRO Park Perivale,
Horsenden Lane South,
Perivale, Middlesex, UB6 7RH



Who are you?

Experience:

Essential At least three years' experience in the event crewing/logistics industry or other relevant experience.

Desirable Previous experience in a similar position with an event production company.

Skills and Abilities:

Essential Excellent organisational and time management skills.
A good working knowledge of other aspects of event production, crewing and logistics.
Excellent communication, both written and verbal.
Basic computer skills.
Leadership qualities to inspire, motivate and grow the team

Desirable Experience of Xero/Procuero or other accounting software.
Experience of mentoring junior staff.

Qualifications:

Essential -

Desirable Full clean driving license

Disposition and Attitude:

Essential Ability to work as part of a team.
Able to work on own initiative and forward plan effectively.
Efficient time management with ability to work to strict deadlines.
Willingness to work unsociable hours when required.
Confident decision maker with sound problem solving skills

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

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.

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