



Job Title Crew & Logistics Coordinator
Reports to Head of Finance &
Administration

Job Specification

Over the past decade, Rigging Team has enjoyed steady growth to become recognised as one of the industry's most respected providers of rigging equipment and support services. Working across the full spectrum of entertainment production, including TV, film, theatre and live events, Rigging Team are highly experienced in the reliable, safe provision of equipment, support and technical expertise to productions of all sizes; often creating bespoke solutions for projects which others may consider impossible.

We are looking for an enthusiastic and skilled individual to join our busy team in our Stevenage head office in the role of **Crew & Logistics Co-Ordinator**.

Reporting to the Head of Finance and Administration, you will be responsible for organising all aspects of the crewing, travel, accommodation and transport requirements for the various projects undertaken by Rigging Team as well as managing the related documentation and maintaining our freelance worker database. You will be the first point of contact for our network of skilled freelance workers and transport providers so a confident phone manner is essential. Full training will be given where required.

You will be expected to contribute to the continued improvement and success of the company by developing our industry contacts and identifying new opportunities for the company. Working with members of different departments to pass on knowledge and skills to others as well as identify process and procedural improvements that will benefit the company as a whole.

To succeed in this role you must be friendly, approachable and an excellent communicator. The ability to manage complex requirements to tight timescales and to prioritise and organise your own workload is essential. A high level of attention to detail, self-motivation and focus as well as a commitment to providing a high quality are required to ensure that every client and supplier has an excellent experience when working with Rigging Team. Experience in a similar role would be an advantage.

Normal working hours are Monday to Friday 9am to 6pm. Due to the nature of our industry a flexible approach to working hours and the possibility of some evening/weekend work may be required. A full UK driving licence would be beneficial.

This is a fantastic opportunity for the right person to join a fun and friendly team in an exciting and challenging industry. We believe in growing the skills of all of our staff and offer opportunities to develop new and existing skills.

To apply for this position please send your CV making sure to add Crew & Logistics Coordinator in the subject line to careers@riggingteam.com with a covering letter telling us a little about yourself and what makes you special.

No agencies.



Job Title Crew & Logistics Co-Ordinator
Reports to Head of Finance & Administration

Responsibilities & Requirements

Key Responsibilities

- Communicating effectively with our skilled freelance workforce
- Ensure that each job is crewed with the correct freelance workers
- Producing and sending the correct paperwork to freelancers
- Booking hotels for freelance crew as directed by the Project Manager
- Ensure that any amendments in requirements are recognised and actioned swiftly
- Communicating effectively with the Project Managers to ensure all deadlines are met
- Booking transport and travel for projects as required
- Producing the documentation required for project transport
- Working with the Warehouse to co-ordinate the loading and un-loading of trucks
- Maintaining and updating our dedicated crewing database
- Supporting the Project Managers in their day to day administration needs
- Provide additional support to the business as required

Additional Responsibilities

- Providing leave cover for the Office Administrator
- Assist with writing and developing internal processes and documents
- Help to develop the skill base of other internal staff
- Attending meetings and travelling as required

Business Development

- Work as part of the team to build and develop the company
- Act as an ambassador for the company at all times

Main requirements

- Experience managing complex requirements to tight time scales
- Experience dealing with conflicting requirements under pressure
- Strong communications skills both written and verbal in fluent English
- Computer literate and familiar with MS Office
- High level of attention to detail and a commitment to quality
- Excellent organisational skills, flexibility and self-confidence
- Strong customer service skills
- Highly self-motivated and focused
- Strong customer service skills
- Previous experience in a similar position an advantage

Salary & Benefits

- From £23,000 per annum depending on experience
- 20 days annual leave per year plus 8 bank holidays
- Company pension scheme
- Free on-site parking
- Fun & friendly working environment