

Company

Velvet Entertainment, part of Velvet Living Group of Companies

Company Overview

Velvet Entertainment, a division of one of London's premier event companies, specializes in delivering bespoke events for private and corporate clients with over 15 years of expertise. Our culture thrives on fostering a dynamic and enjoyable work environment while maintaining excellent standards. We prioritize teamwork, enthusiasm, and exceeding expectations to achieve our ambitious goals.

Summary

We are in search of a Technical Assistant to join our vibrant team at Velvet Entertainment. This role is tailored for individuals who are passionate about technology and event production, offering ample opportunities for learning and professional growth. As a Technical Assistant, you will primarily focus on managing technical equipment, ensuring smooth operations, and providing crucial support to the event production team.

Key Responsibilities

- Take charge of equipment preparation and de-preparation on brief and on-time, while identifying process improvements.
- Oversee warehouse operations with a focus on inventory maintenance, equipment preparations, and quality control.
- Implement warehouse plans ensuring efficiency and high levels of productivity, aligning with project requirements and budget constraints.
- Maintain high standards of quality control, ensuring adherence to excellence in all aspects of production and operations.
- Manage warehouse crew and freelancers, fostering a collaborative and productive team environment.
- Collaborate with the Velvet Entertainment sales team to ensure accuracy in job specifications and quotes.
- Collaborate with internal teams for joint projects, facilitating logistics coordination.
- Coordinate sub-hires to meet project needs effectively.
- Provide on-site support, learning to supervise crew members and ensuring seamless execution of events.
- Acquire the skills to generate quotes for clients effectively and efficiently.
- Develop proficiency in utilising our hire/sales software for efficient inventory management.

Skills & Requirements

- An interest in event technology and/or event production.
- Previous experience in warehouse operations, event production, or related fields is advantageous.
- Strong organizational skills with meticulous attention to detail.
- Excellent communication and interpersonal abilities, with a collaborative approach to teamwork.
- Exhibit a friendly and proactive “can-do” attitude in all interactions and tasks.
- Ability to thrive in a fast-paced environment, managing multiple tasks effectively.
- Commitment to upholding company values and delivering outstanding service to clients.
- Proficiency in Microsoft Office suite.
- Demonstrate strong IT skills with the ability to swiftly adapt to new software, including our stock system.

Accountability

The Technical Assistant reports directly to the Head of Velvet Entertainment.

Physical & Time Demands

This position requires full-time availability (40 hours per week) with occasional early mornings, late evenings, and weekend work in accordance with Velvet Entertainment’s overtime and time in lieu policy.

Job Type

Full-time, permanent

Benefits

- Nest Pension Scheme
- Attendance at industry and company events
- Holiday and sick pay

Schedule

- Monday to Friday
- Availability for weekend and evening shifts, as required

How To Apply

To apply for the position please submit your CV along with cover letter to careers@velvetentertainment.net