



Position	Lead Preparation Technician
Location	Head Office in Walsall

Live events are returning, and as such, we are looking for a Lead Prep Technician to join our ever-growing team.

Company Overview:

A well-established, award-winning SME business based in Walsall. We supply technical equipment for the live event industry, including conferences, fashion shows, exhibitions, awards dinners, product launches, outdoor events and corporate hospitality.

Our typical client base includes event production companies, audio visual suppliers, exhibition contractors, theatres, hotels and conference venues.

Our core stock products include modular staging, stage sets, drapes, LED star cloth, stage furniture, ground support systems, modular dance floors and stage props.

The Job Role: [The following is non-exhaustive]

The bedrock of the role will be to internally organise and lead a small team to ensure that our equipment is contact allocated and prepared pre-site to a high standard, transported safely to avoid damage and is checked back in accurately post event. Will suit someone wishing to combine 'hands on' activities with administrative duties.

In brief, the successful applicant will;

- Oversee the necessary work required after receiving information from the Project Management team and upon the return of the equipment post event.
- Lead, motivate and provide on-going coaching to a small team [ranging between 2 – 6] made up of both full time and part time personnel.
- Liaise with the Projects Team to fully understand their equipment requirements and time frames for forthcoming projects.
- Delegate job specific tasks and routine tasks.
- Manage the overall running of our warehouse, workshops and logistics.
- Continually review and suggest improvements to our operational ergonomics.
- Set, manage and maintain quality standards.

- Develop and maintain Health & Safety standards in the workplace.
- Organise weekly workloads & present a toolbox briefing each morning outlining the objectives for the day ahead.
- Instruct team members as to 'best practice' when delegating tasks and monitoring of the same.
- Review equipment stocks to ensure that sufficient stock [both consumable and non-consumable] are available for forthcoming projects.
- Work with senior management to continually review, develop and improve the operational procedures within the department.
- Input into management meetings.
- Place orders for consumables.
- Be meticulous in checking out and back in hire equipment.

Required Skills:

- A keen interest and possibly previous experience in the live events industry.
- Practically minded.
- Previous success in a similar role and a continuing desire for career development.
- A progressive desire to improve efficiency, productivity and standards.
- The ability to lead, organise and drive a small team.
- Excellent time keeping and a flexible approach to working hours to ensure that despatch times are achieved.
- A good vertical communicator.
- Able to demonstrate the ability to organise and manage a busy throughput of work often to exacting deadlines.
- A good sense of humour.
- Able to demonstrate and communicate a very methodically and tidy approach to work practices.
- Able to demonstrate a good understanding of health and safety in the workplace and the management of the same.
- Suffer from no physical health problems which would be exacerbated by manual handling.
- An understanding of IT and proficient use of Microsoft Office.
- Hold a current FLT licence.
- Have a discerning attention to detail and a tidy work ethic.
- The role will ideally suit a person who enjoys combining hands on activity with organisational skills.

The Benefits;

- Full time role.
- An opportunity to work with a discerning, professional and fun company.
- The opportunity to go out on site as and when required.
- Long term, stable role in a growth industry.
- 28 days paid holiday per calendar year.

- Free parking.
- Salary negotiable subject to experience circa. £26k per annum.
- Company pension scheme.

If you are interested in applying for this role, please forward your CV to julie@stagingservicesltd.co.uk.