Position Description

Position Title:	Hire & Production Assistant
Position Title of Supervisor:	Senior Manager, Hire & Production
Reporting to this Position:	N/A
Other roles reporting to supervisor:	Hire Manager Project Manager Senior Project Manager System Technician

Position Summary:

Manage and assist operational requirements in the Hire & Production department.

Essential Responsibilities and Functions:

General Duties:

- Hire client liaison from initial contact through to completion of hire with particular focus on dry hires with setup labour components and larger hires that require support.
- Preparation of hire quotations for both Hire & production
- Managing the operational requirements of production work, delegated by Project management staff.
- Client instruction on equipment operation – including preparation of paperwork when required.
- Operation of stock control software.
- Manage equipment sub hire from suppliers.
- Follow up equipment return and ensure all short returns are accounted for.
- Assist with assigning crew for production jobs and timesheet completion for casual staff.
- Manage production work on site acting as site supervisor.
- Direct liaison with Driveway Hire clients as required.
- Lighting Design As Required.

Crewing:

- Manage assigning crew for production jobs and timesheet completion for casual staff.
- Administrate and manage the Utrac – Crew control system nationally for production and operations staff.
- Develop and manage existing processes for managing casual crew.

Other Duties as Required:

- Preparation/Return of lighting equipment for hire & production when required.
- Cleaning and basic maintenance of lighting equipment when required.
- Loading and unloading of vehicles.
- Telephone answering / customer inquiries.
- General duties as directed.
- Delivery duties when required.
- Communicate and assist with associated companies in the Lightmoves Group.

Skills and Experience:

- Current drivers licence,
- Yellow card, White card, EWP, RI preferred but not essential
- Good Communication Skills
- Knowledge of the entertainment industry and products.
- Basic knowledge of Flex system preferred but not essential.
- Some experience with VectorWorks preferred but not essential.
- Basic Lighting design experience.
- Experience with Microsoft Windows & Office applications.
- Knowledge of OH&S procedures.

Core competencies:

Collaboration	- Work productively with diverse individuals in a variety of roles.
Customer Orientation	- Quickly and effectively solve customer problems.
Oral Communication	- Makes directions to others clear and concise. - Communicate effectively with others in the company.
Conflict Resolution	- Ability to diffuse conflict with team and clients.
Technical Capability	- Demonstrated technical aptitude in lighting and rigging and a drive to learn new equipment.
Resourcefulness	- Ability to tackle unforeseen challenges using existing resources.

Hours of Work:

Full Time Role
9.00am – 5.00pm Monday to Friday however this may change due to operational requirements with the need to work on site out of hours often required.

Lunch break of 30 minutes
After hours work and interstate travel may be required.