



Job Description for: Event Operator

Reporting to: Head of Event Support

Location: Based out of our Brackley office, with frequent travel required

Duration: Permanent fulltime and fixed contracts available

Time & hours of work: Usual working hours will be 9 – 5pm however additional unsociable hours will frequently be required for event set ups and likely to include weekends

Background & Purpose of role

An important role in the agency, our event operator team ensures implementation and delivery to the highest expectation of our offering.

Strata currently have a major warehouse facility comprising of 800 sq metres of racked warehouse space and a further 300 sq metres of space located alongside. It is envisaged that these facilities will grow depending on outcome of client contract wins.

The warehouse contains a mixture of client owned event equipment, Strata owned 'Hire Desk' equipment, Strata owned system exhibition equipment and office equipment.

The role requires working with fellow operators, the warehouse manager and with client teams at all levels within the business both in London and Brackley as well as liaison with freelance staff from time to time. The successful candidate will have good communication skills and will be responsible for;

- Working closely with the Head of Event Support and Warehouse Manager ensuring the correct event equipment is taken to and collected from site – utilising delivery notes and collection note system
- Working with the Warehouse Manager regarding the status of event equipment on return from an event
- Understanding utilising our asset management system (InspHire) in liaison with the Warehouse Manager
- Working regular unsocial hours - including overnights away from home and weekends (and potential to include international travel)
- Co-ordinating with the rest of the event support team and be a part of any call out teams
- Working with the Warehouse Manager and Head of Event Support to ensure the correct weight vehicle is used, making use of spot hire if required from approved suppliers and obtaining quotes in line with budgets for heavier weighted deliveries
- Quality management of all processes - status of event kit & client equipment. Quarantine, repair, maintenance, re skin, renew, update or disposal and liaison with account teams to keep them updated
- Conformity & adherence to the ISO9001 standard which Brackley office achieved in October 2020
- Day-to-day health and safety management of events liaising with the Head of Event Support on any gaps or any issues
- Safe use of mechanical handling infrastructure including tail lifts on vehicles
- Reporting & communication to Head of Event Support – organisation, tidiness, and basic standards

London
15 Rathbone Street,
London
W1T 1NB

Brackley
Featherbed Court,
Mixbury, Brackley
NN13 5RN

Telephone
London
+44 (0)20 7605 4500
Brackley
+44 (0)1280 846 430

Strata is a trading name of
Strata Creative Communications Ltd
Company no. 03323244
Vat no. 688216402



- General office administration – timesheets, e-mails to teams and occasional ISO paperwork

The successful candidate will have

- A practical attitude and potential past experience in being able to complete event set ups on site using basic hand tools and conforming to relevant H&S risk assessments
- Ability to drive vans up to 3.5T
- An ability to liaise with people at all levels of the business & support where required maintaining communication with project owner/s at all stages of a project
- An ability to work on your own on events for setup and derig of kit and also as part of a team
- The ability to work under pressure and to tight deadlines.
- The ability to fit seamlessly into the Event Support Team which is a mixture of full-time employees and freelancers

Key requirements

- Clean driving licence
- Good oral and written communication skills
- Numeracy for stock management
- Team player
- People management skills, to be able to delegate work and explain ideas
- Accuracy and attention to detail
- Practical and able to complete basic DIY
- Ability to show initiative and good judgement
- Technical and IT skills, particularly when it comes to database management.

Other useful not essential experience

- Practical background and experience
- Previous van driving experience
- First Aid Qualification
- Experience in the events industry would be advantageous
- Experience of working in a team and dealing with people in a warehouse setting would be beneficial
- Forklift licence and experience of working in a warehouse / operational environment

This role provides the chance to join a busy and proactive team, working with a number of prestigious clients and well-known brands.

To apply, please send your CV and a covering letter explaining why you would be suitable for the role to jobs@stratacreate.com and put 'EVENT OPERATOR' in the subject line.