



# Job Description

## Technical Production Assistant

Division: Operations

Team: Technical

Responsible to: Technical Production Manager

Last Updated: 13 May 2019

At the Edinburgh International Conference Centre our vision is:  
**to create an environment which inspires ideas that change the world**

Primary Function:

This role provides a solid foundation for the Technical Production Team through developing documentation and administration systems to facilitate effective and efficient delivery of all Technical Production and ICT operational activity.

Key Responsibilities:

- Collaborate with the Technical Production Manager, Technical & ICT Operations Manager and the Senior Technical Production Planner to develop and maintain Team administration and documents.
- Assist in rostering the anticipated crew for room bookings 12 months ahead.
- Support the team in advance rostering and booking of show specific crew.
- Help oversee the rota, in conjunction with the Senior Technical Production Planner, to ensure that all Client requirements are met.
- In conjunction with the Technical Production Manager, maintain the guidelines and certification documentation for self employed technicians.
- Technical Production Team key event booking system contact and developer.
- Ensure that all pricelist, packages and resource data is accurate and current.
- Assist the ICT/Graphics Engineer and Technical Sales Executive with the generation and maintenance of Production bid document templates.
- Assist the Technical Sales Executive with Production bid documents.
- Assist with Technical and ICT quotations.
- Undertake external equipment sourcing and booking on behalf of Technical Production Planners.
- Oversee and administer purchase orders within event booking system.
- Maintain holiday and lieu time information.

### **Personal Attributes:**

The incumbent will ideally possess the following personal attributes;

- Attention to detail and high organisational skills
- Exceptional interpersonal skills
- Strong analytical and project management skills
- Resourceful with the ability to solve problems and provide solutions
- Confidence in decision making and consulting with a diplomatic approach
- Ability to prioritise workloads and adapt to changing demands
- Able to build strong and maintain relationships with suppliers

### **Key Selection Criteria:**

- Previous experience working within the Technical Production, Events or Conference Industry
- Excellent oral and written communication skills
- Excellent time management skills, maximising efficiencies
- Ability to multi-task and work on several projects at the same time
- Strong and proactive team player who is willing to be flexible with their time to meet the needs of the business and our clients
- Keen to learn and develop technical knowledge
- Creative approach with ambition to drive improvements within the department
- Good organisational and strong administrative skills
- Essential experience and knowledge of using Advanced MS Office

### **Acknowledgement:**

This Job Description may be subject to periodic review, and Team Members will be expected to take on such variations as are consistent with the level of responsibility and function of the role.