

job description

Role: Scenic Stock Coordinator

Department: Technical Services

Location: Hartlebury

Salary: Negotiable

Your reason for being here...

To keep all our incredible scenic stock items in tip-top shape, organised and catalogued. You'll basically be the key to every showstopping event we produce.

The way you roll...

You like everything in its own place and have all the right IT skills to keep our scenic stock in the very best order all entered onto our systems.

You're super flexible and take every hiccup in your stride. People will probably call you calm all the time, and you can keep your cool even when items aren't returned to you in the condition you sent them out in. To you, no job is finished until everything is put back in its place ready for next time.

How you make it all possible...

- Using our stock system to set up and check clients stock in and out
- Preparing and packaging client stock items for dispatch
- Organising, cataloguing and monitoring all our stock items, making sure everything is returned to storage when returning from jobs
- Performing a stock take of our raw materials weekly, making sure all materials are booked to the correct jobs
- Keeping an eye on quality and informing supervisors of any repairs needed to items
- Assisting in loading and unloading sets and staging in a safe manner when required

This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.

What's in your toolbox...

- Plenty of motivation, meaning you work under your own initiative
- Enthusiasm for scenic/ exhibition projects and a flexible approach to your work
- Excellent IT skills
- Knowledge of the scenic/ exhibition production process and resource/ timescales needed to realise production requirements
- A can-do attitude, plus the ability to work on site if required

Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

Hang on, there's more...

The role will be based primarily in Hartlebury, but there will be times when you'll need to work from our other places and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

DRPG is an equal opportunities employer.

Data Security. (not super exciting, but necessary)

At all times you must work within the guidelines set out in the DRPG Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.