



LIGHTS | CONTROL | RIGGING

PRODUCTION BOX

Job Title Project Co-ordinator
Reporting to Production Manager/Director
Date of Issue June 2023
Location Darwen, Lancashire

About LCR and Production Box

At Production Box, we work with Event Producers from inspirational brand experiences to high-profile outdoor public events.

Our Skills range from coordinating Pre-records to Live streams and TV shows, award ceremonies to large-scale concerts, festivals, and international touring productions.

We have produced 100s of events, which gives us a thorough understanding of how to successfully manage intricate details and logistics to deliver a show successfully.

Production Box operates under its main brand of Lights Control Rigging is an award-winning lighting rental company based in NW England. Founded in 2015, we have gone from strength to strength with controlled investment in the latest sustainable technology. We provide the equipment and specialised crew to the entertainment industry on an international scale, and we have won TPI's 'Favourite Lighting Rental Company' award for the past four years. Our clientele includes some of the biggest names in music, from Ed Sheeran to Dua Lipa, Rod Stewart, Anne Marie and many more....

Scope of Role

Due to continued growth, we are looking to recruit a Project Co-ordinator to support our growing Production Team on a permanent basis at our main office in Darwen, Lancashire. This role will support our Production Managers. You will work closely with the Project Co-ordinators and be responsible for assisting in allocated projects from inception to completion, providing ongoing support to each allocated project. Training will be provided for all aspects of the role as needed.

Person Profile

The ideal candidate must be able to work under pressure and will thrive in an environment where no two days (or even sometimes two hours are the same) therefore you must be comfortable with multi-tasking and working under pressure. Speed and accuracy and the ability to keep a clear head and think logically are critical for success in this role.

Previous experience within the Live Events and Music Industry would be very beneficial, however, we are willing to consider applications from candidates who have a willingness to learn and can demonstrate the right abilities to make a success of the role.



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Key Responsibilities and Accountabilities:

- Assisting our Production Managers with various projects
- Working with Project Co-Ordinators on each project to make sure the project is kept within budget and maintenance of costs highlighting issues as and when they arise.
- Working with other members of the production team to book site equipment, crew, transport, and other resources when needed whilst ensuring templates are always updated.
- Work alongside the Site & Production managers to ensure the advancing for the shows is in place.
- Running budget and Purchase Order systems for clients.

Key Skills - Essentials

- Live Events and Music Industry knowledge.
- Live Events equipment knowledge.
- Excel at multitasking and adapting.
- IT Skills essential - Competent in Microsoft Word, Excel and Outlook.
- Strong organisational, forward planning, and decision-making skills.
- Able to work well under pressure and in a fast-paced environment.
- Excellent communication skills.

Key Skills – Desirables

- Previous project management and budgetary management
- Cost tracking using excel.

Salary Benefits:

- Standard working hours are 0900 – 1730 Monday to Friday with 45 minutes for breaks.
- Weekend working and 'out of hours' will be required.
- Salary is Negotiable, based on experience.
- 22 days per year holidays (plus Bank Holidays)
- Long service incentive is earned after 4 year's service, 1 extra day per year, capped at 27.
- Company Pension Scheme
- Private Health Insurance

If you think you have the skills, ambition, and desire to join our dedicated, friendly team and share in our continued success, please apply, including your CV stating why you feel you are suitable for this position.