

# ULTIMATE EXPERIENCE

## JOB TITLE

Site Manager – temporary position

## DIVISION

CH&Co Events, Ultimate Experience

## REPORTS TO

Project Manager

## OVERALL SCOPE & PURPOSE OF ROLE

The prime function of this role is to manage and maintain a marquee venue at one of our prestigious central London locations.

Responsible for setting up the venue as per the client's requirements and overseeing crew members. Ensure the smooth running of the deliveries and collections for all events into the marquee.

Report to the Project Manager of Ultimate Experience in a timely fashion and work to support the event operations team.

## DATES & PAY

Depending on site specifics from 23<sup>rd</sup> May – Mid-July 2019

Rate of pay dependant on experience from £11.00 - £15.00p/h

## GENERAL RESPONSIBILITIES & DUTIES

### Site Management

- Maintain a tidy and safe environment, both within the marquee and its surroundings.
- Inform the Project Manager / Venue Manager of any issues within the venue. Follow up with suppliers to fix / rectify any on site issues in a timely fashion.
- Maintain venue theming, table centers and props, mending, cleaning and requesting replacements for items where necessary.
- Use floor plans and event details provided by the Event Managers to set up the dining furniture and reception room as required for each event.

CITY CENTRAL

— AT THE HAC —

The  
pavilion  
of the Tower of London

- Check furniture is in working order, tidy, stored in the correct place and the correct quantity is on site or delivered/collected when necessary.
- Manage event crew working at the loading bay deliveries and forklift operations.
- Understand and operate the power and lighting for the marquee and be able to operate as and when required.
- Liaise with the waste management company to change over bins/skids when required.
- Check the toilets are fully operational prior to events and a stock of toiletries is available for each event.
- Liaise with the fuel company, overseeing the heating/cooling within the marquee and the fuel levels for the generators and place fuel orders.
- Oversee deliveries and collections from Create (caterers) when they are not on site.
- Liaise with suppliers (booked by Ultimate Experience or their clients) coming to and from site. Receive event and client deliveries, collect and safely store all delivery notes for the Event Manager's records.
- Assist the in-house production company when necessary.
- Monitor levels of cloakroom tickets and notify the Project Manager / Venue Manager when new stock is required.
- Oversee the cleaners on site and assisting if necessary to make sure occasional tables, bar tops and occasional seating are cleaned.
- General running of site in the absence of the Project Manager / Venue Manager(s).

## PERSONAL SPECIFICATION

### Knowledge, Skills & Experience (Essential):

- 2 years site management experience ideally in a marquee or temporary structure environment.
- Excellent organisational skills and communication skills.
- Ability to manage and prioritise a heavy workload whilst working under pressure to deadlines.
- Flexibility is essential; working on evenings and weekends is expected.
- DIY skills, competent at using tools.
- Manual handling training.

### Knowledge, Skills & Experience (Desirable):

- Proactive with a 'can do' approach to work
- Personable
- H&S training
- First Aid training