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| Role Title: | Production Assistant |
| Employment type: | Volunteer/ Unpaid |
| Location: | This role will be home based but there will often be meetings in central London. You would need to be available on the parade day event taking place on Saturday 6 July 2019. |
| Salary: | n/a |
| Hours of work: | Hours will vary as we get closer to the event, however you must be able to commit at least an hour a day to ensure you are aware of all correspondents. |
| Reporting to: | Deputy Production Manager & Production Manager |

Purpose of Role/ Overview

LGBT+ Pride in London is the capital's third biggest annual free one-day event and the Stages Team forms one of the most front facing elements of the event to our audience.

Together, we run the UK's biggest, most diverse pride, and our job is to make sure we provide a platform for every part of London's LGBT+ community (lesbian, gay, bisexual, trans*, queer, questioning, intersex, non-binary, asexual, polysexual, genderqueer and gender variant people) to raise awareness of LGBT+ issues and campaign for the freedoms that will allow them to live their lives on a genuinely equal footing.

The Stages team is wholly made up of volunteers who give up their time to ensure that all the stages across the Pride footprint run to a best in class standard and conform to all health and safety requirements.

Flexibility in your approach to working late nights and weekends is essential so please take this into consideration before you apply.

Role responsibilities

- Assist with all administrative duties in the set up and execution of the stages planning process for Pride in London
- Ensure all administrative process surrounding all production elements are completed on time and submitted correctly.
- Liaise regularly with the Deputy Production Manager and Production Manager on tasks that need completing.
- Liaise regularly with the other Production Assistants to stream line tasks and ensure
- Keep all online databases and forms up to date

- To take an active part in wider Pride in London activities and represent the organisation in a positive light.
- Attend and participate in training sessions and meetings as directed.

Person Specification

- Proactive, enthusiastic, high-performing, self-starting, team player who can help showcase our stages, the acts on them and ensure that all stages run on time and to all Purple Guide H&S standards.
- A minimum of 3 years' experience of working in the events sector or supporting a variety of busy teams whilst being able to prioritise tasks and remain calm under pressure.
- Strong interpersonal skills, whilst being able to make hard decisions when appropriate and lead from the front.
- The ability to work with a wide variety of people from all backgrounds and experiences.
- Reliability and flexibility
- Excellent attention to detail
- Computer literate with a working knowledge of Microsoft Office and Google/Alphabet applications
- Discreet and professional with a respect for confidentiality
- You should be able to demonstrate your understanding of and support for the LGBTQ community.
- Understanding of Gmail and google drive

Application process

- (1) Please send a short letter of no more than one sides of A4 setting out why you think you're the best candidate for the role to robertprice@prideinlondon.org with the subject line "Application for Production Assistant"
- (2) Please attach a copy of your CV.

The deadline for submissions is midnight Friday 10 May 2019.

For more information about us

<http://prideinlondon.org/>