

## Job Advertisement

### Events Production Assistant (Maternity Cover 3 Months)

Cardiff Based

Competitive Basic Salary £21k – £24k Pro Rata

37.5 Hours per week

Fixed Term Contract until end of August 2021 – Maternity Cover

Production 78 are looking for an organised, driven and confident Events Production Assistant to work in our event production management team in producing Production 78's ever-expanding portfolio of events.

### Core Duties

The role of Events Production Assistant will include providing assistance at both our office base in Cardiff during the planning process and out on site during events; assisting with the planning, designing and scheduling of events; co-ordinating staffing; contracting and scheduling subcontractors; venue booking, client liaison and budget monitoring.

### Job Specification

We are looking for a person with an approachable and professional manner who is organised, driven and has a good level of personal skills in a wide range of work environments. Production 78 aims to achieve high production values at all our events and the appointed person will be expected to meet and push the quality boundaries we deliver to our clients.

### About Us

Production 78 is a thriving and growing, creative events company with a big impact. Based in Cardiff we produce over 300 events every year for our ever-expanding list of local, national and international clients including:

The Welsh and UK Governments  
Cardiff Council  
Artes Mundi  
Leonardo and Jurys Inn Hotels  
Highways England  
Natural Resources Wales  
Dŵr Cymru Welsh Water  
Hilton Garden Inn  
Barber Connect

If you're interested, then please visit our website [Jobs at Production 78 Limited](#) to download the full role details and an application form. Alternatively send a short email of introduction to [iwantajob@production78.co.uk](mailto:iwantajob@production78.co.uk) and we can email them to you.

Registered as a company in England & Wales No. 04316263; under the Data Protection Act 1998 No. Z8545846; VAT No. GB 790 5645 04.  
Is an accredited member of the Contractors Health & Safety Assessment Scheme; an accredited Living Wage Employer; a member of the Production Services and National Outdoor Events Associations; and a subscribing member of the British Standards Institution.  
We are also ISO9001:2015 Quality Management, ISO14001:2015 Environmental Management, and Cyber Essentials Certified.

