

Job Advertisement

Sales and Event Development Assistant (Maternity Cover, Full-Time, Fixed-Term)

Bridgend Based – Travel and working away from base required occasionally.
Competitive Basic Salary c. £22k – £29k (pro-rata)
37.5 Hours per week

Production 78 are looking for a creative, organised, driven and confident Sales and Events Development Assistant to work in our event sales team to assist in the expansion and development of the Production 78 client list. This is a full-time, fixed-term contract for 9 months, to cover a member of staff while on maternity leave.

Core Duties

The role of Sales and Event Development Assistant includes providing assistance in bringing in new business by creatively seeking, actively chasing, and generating new leads for Production 78. Working in the sales team and with the Director of Sales, you will have a good understanding of the events industry and an ability to negotiate and sell the company's services to new and existing clients. Experience in competitive tender writing and the ability to use social media is desirable.

Job Specification

We are looking for a person with an approachable and professional manner who is creative, 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. Adhering to clear systems of work such as ISO9001 and ISO14001 is a core requirement of this role.

About Us

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

The Welsh and UK Governments
Many Welsh and UK Local Authorities
The NHS and Public Health Wales
Amgueddfa Cymru Museum Wales
National Highways
National Grid
Leonardo Hotels
BBC
Plaid Cymru
Royal British Legion
Cardiff and South Wales Universities

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

