

# COLOUR SOUND EXPERIMENT ltd



**LONDON**



**JEDDAH**



**LOS ANGELES**



**JOB TITLE: CREW BOOKING AND OFFICE ADMIN**  
**LOCATION: LONDON, UK**

**NOW HIRING**



**JOB PACK // OCTOBER 2024**



# WHO WE ARE

Colour Sound Experiment has spent the last 34 years at the forefront of creative immersive lighting displays, supplying equipment and crew to event productions.

Over the years we have heavily expanded and invested in new technologies and new territories, but are proud in that time to have also maintained our independence.

It allows us to be agile and retain the original ethos that has kept decades long relationships with clients and our teams strong and connected.

With warehouses now across three continents, the US is our new frontier, where we hope to better serve the many global touring clients we are already lucky to work with.



# JOB ROLE: CREW BOOKING AND OFFICE ADMIN

We're lucky to work with some incredible clients on some incredible projects, and we're looking for someone to assist in the office whilst we get ready for summer so we're a well oiled machine in time for the busiest season.

The day to day will involve purchasing, creating and checking POs, travel and accommodation bookings and other similar tasks.



# **JOB ROLE: CREW BOOKING ADMIN ASSISTANT**

## **Role and Responsibilities:**

- **Provide comprehensive administrative and operational support to crew booking team, referring to manager for assistance and direction as necessary**
- **Booking accommodation and transport for staff and crew, ensuring cost effective and appropriate**
- **Monitor and respond to crew booking email inbox**
- **Complete basic Risk Assessments & Method Statements (RAMS)**
- **Create, check and correct purchase orders using Xero**
- **Complete accreditation and producing crew lists**
- **Data entry - inputting crew and job information**
- **Purchase supplies for office/warehouse requirements**
- **Purchase food supplies for the canteen, liaising with the chefs and programming the till**
- **Answer phones, sign for parcels, monitor and greet visitors**
- **Any other Administrative tasks as required**



# PERSONAL QUALITIES, SKILLS AND ABILITIES

We're looking for someone who matches our values of industry passion, humour and creativity.

## Role Requirements:

- Strong verbal and written communication skills
- Proficiency with IT programs and Google Suite
- Excellent organisational skills
- Data entry accuracy and attention to detail
- Strong communication skills and phone etiquette
- Critical thinking skills with ability to evaluate most cost-effective options
- Ability to monitor own workload, ensuring deadlines are met





# RENUMERATION AND BENEFITS PACKAGE

Salary £13.15ph

Benefits include subsidised onsite canteen, free parking, casual dress, optional private medical care (after probationary period), cycle to work scheme, electric car scheme, free slushies, opportunity to play with one or two dogs that come to the office



# NEXT STEPS

To discuss further email a CV to [gemma@coloursound.co.uk](mailto:gemma@coloursound.co.uk)

