



JOB DESCRIPTION (Condensed)

The Role: Creative Producer

Based: Presentation Design Services, Alfreton

Reports To: Gavin Ling - Director

Start Date:

Purpose

The role of Creative Producer is to manage the creative build processes during pre-production and onsite. This includes overseeing physically creative aspects of the production process including scenic work, dressing and painting.

This role will include away from base site work, and overnight, weekend and out-of-hours work will be required.

Responsibilities

Become familiar with the event department's regular customers and suppliers to foster excellent working relationships, taking up new opportunities and clients wherever possible.

To be comfortable and competent at communicating with customers and suppliers by both telephone and email in a suitable manner.

Work closely with Project Managers and clients to design, visualise and produce creative aspects of current projects. This may include hand sketches, 2D & 3D CAD layouts and construction drawings, 3D rendering and artwork preparation.

Oversee the production and completion of creative builds, working closely with the workshop and warehouse teams, and external suppliers to achieve this within the deadline and budget.

To be able to work independently and to be proactive, to be communicative and predictive about workload and potential problems that may arise. To ensure accuracy and excellent attention to detail in all areas of your work, to ensure own best practice.

Liaise with the marketing team regarding projects that may be appropriate for promoting.

Take an active role in the Company and its processes, suggesting any possible changes that may lead to improvements and relay them to your manager.

Where appropriate be trained in the use of both existing and new equipment and technology.

Hold a full and clean driving licence, which will enable you to drive the company vans.

Support the work of the Company as a whole and carry out any other tasks reasonably required to assist with the smooth operation of the Company. Be willing to work with and alongside any other area of PDS as and when required.

Attitudes:

At PDS we believe that service and delivery is everything. We want to provide a better, more professional service than our competitors. You are expected to carry this ethos through in your day-to-day work, both at the Company's base and anytime you are working for us away from base.

Service-Orientated: uphold the Company's ethos of providing superior service to customers.

Work-Focussed: demonstrate excellent attention to detail and be aware of what is happening elsewhere in your work area

Safe: always work as safely as possible and be considerate as to how your actions (or inactions) may impact the working environment and other people.

Approachable: maintain a friendly and approachable demeanour at all times.

Team Player: work well with others, communicate clearly, show tolerance.

Proactive & Independent: work independently, anticipate problems and prioritise tasks effectively.

Results-driven: strive for excellence by being positive and delivering results wherever possible.

Supportive: follow instructions of managers and assist colleagues whenever necessary. Carry out any tasks reasonably required to assist with the smooth operation of the Company as a whole.

Invested & Enthusiastic: commit to the Company's values outlined in the This Is Who We Are document. Show enthusiasm and passion for your work, with a desire for continuous improvement.

Professional & Diplomatic: act as a PDS representative at all times, always maintaining a high level of customer service and attention to detail. Publicly support the Company (ie in front of staff, suppliers and customers) and raise any concerns privately with managers.