

Job Title and Location

Equipment and Events Operative in Oundle (near Peterborough).

Job Type

Full-time.

About NewWave Events

NewWave Events are an established professional events company who provide team building events and evening entertainment. We specialise in Dragon Boat Racing and 80% of our summer events are dragon boat events. We currently have a small full-time office team and we employ over 50 part-time staff in the summer months. We are a modern, fresh and evolving team who are excited to welcome an additional member of staff. So, if you would like to be a part of a growing business and one of the UK's leading dragon boat events providers, take a look at the below and we'd love to hear from you.

Summary of the Job

We are looking for someone to work both in the logistics (equipment) element of the company and on our events during our summer event season. The ideal candidate would thrive in a hands-on working environment and have some basic DIY skills. The role would be a mixture of warehouse/office days and event days each week and every day will bring new challenges and experiences. See below for details.

Hours

In the summer season (May-October), no one week will be the same but you will be required to work most weekends and approx. 3-4 week days per week. Hours will vary depending on the events but you would receive a calendar for each month 4 weeks prior.

Throughout the winter, hours will ordinarily be made up Monday-Friday. We currently operate a 4-day work week throughout November, December, January and February where possible.

Pay

£25,000 - £30,000 per annum depending on experience.

Equipment and Logistics

The Equipment Operative role is to support and organise fundamental aspects of event logistics and delivery to ensure and maintain optimum standards and procedures.

The day-to-day role in summer would consist of;

- Managing loading schedules and load/unload vans
- Picking up vans and other equipment needed for the week ahead
- Ensuring all vehicles are roadworthy and equipment is ready for use
- Assisting to manage and monitor drivers' hours and perform the regular download and analysis of tachograph card data
- General upkeep of the boats and all equipment
- Liaising with our office team to create your own scheduling, time management and arranging pick ups

- General operational planning to ensure attention to detail and efficiency
- May be asked to assist in other office tasks on quieter days

The day-to-day role in winter would consist of;

- Refreshing all equipment ready for the next season including; fixing breakages, working in depth on the boats to keep them to a good standard, purchasing new equipment and more
- Booking and arranging equipment servicing
- Assisting the office team on a variety of projects including; venue finding, site visits, negotiating with new and existing suppliers
- Assist in enhancing general operational procedures
- Attending festival promotion events with other team members

Events

The events side of the job role is to work as part of our exceptional summer event team to ensure that all events are executed to an excellent standard in a safe manner and are a credit to the reputation of NewWave Events. The view is that you would progress to an Event Manager with training. This part of the job involves new people, locations and experiences every day as you deliver amazing events and create lifetime memories for our attendees and staff.

The day-to-day role on events would consist of;

- Driving vans and travelling with crew to different locations across the UK which includes early starts and late finishes
- Towing the boat trailers – training will be provided
- Working as part of a team to set-up and de-rig all event equipment
- There are lots of different roles on our event days so you would be trained in all of them and could be required to work in any of them on any event
- Roles include; Event Manager, Boat Marshal, Helm (steering the boats), Race Starter, Finish Judges.
- Providing excellent customer service to our clients whilst promoting NewWave Events and its corporate image
- Being health and safety aware and communicating with our on-site medics and rescue team throughout
- Managing other staff members on events
- Some events require over-night stays. In this case, food, accommodation and travel will be provided.

Desirable skills and experience

Full training will be given but the successful candidate may have the below qualities;

- **Full UK driving license is required**
- Basic DIY skills
- Experience working with fibreglass is a bonus
- Excellent organisational skills
- Outgoing personality and confident in dealing with people at all levels

- Able to work alone and as part of a team
- Be a confident driver and capable of heavy lifting
- An interest in the events industry and enthusiasm to learn new skills
- Experience working in a fast-paced, hands-on environment
- Attention to detail and problem-solving skills
- Willing to work hard and contribute new ideas to the business

Benefits

We're a close-knit, supportive team who value clear communication, a sense of humour, and a 'can-do' attitude. You'll be joining a team that celebrates success together and supports each other through busy periods.

We offer more than just a salary. When you join NewWave Events, you become part of a team that's supported both professionally and personally as well as having the following benefits;

- Opportunity for an annual performance-based bonus
- Hybrid working options where appropriate
- A condensed 4-day work week where appropriate
- Annual team Christmas Party
- Annual Summer aqua park day out
- 28 days holiday allowance (in addition to bank holidays)

If you think you could be an asset to our team, please send your CV to info@newwave-events.co.uk and explain in the cover email why you think you'd be a good fit for us.

Visit www.newwave-events.co.uk and www.dragonboatevents.co.uk for more on us.