

### **Job Title and Location**

Summer Events Assistant in Oundle (near Peterborough).

### **Job Type**

Full-time, seasonal summer work. Starting May/June 2025 and finishing September/October 2025.

### **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 summer 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 alongside our logistics manager at the warehouse and office to prepare for the events as well as working out on site with the whole summer team. 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**

No one week will be the same but you will be required to work most weekends and approx. 2-3 week days per week. Hours will vary depending on the events but you would receive a calendar for each month 4 weeks prior. You would work an average of 4 days per week, some busy weeks may be 5/6 days and others may only be 2/3.

### **Pay**

£21,000 - £25,000 per annum pro rata depending on skills and experience.

### **Logistics**

This part of the role is to assist our logistics manager and the wider office team to support fundamental aspects of event logistics and delivery to ensure and maintain optimum standards and procedures.

The day-to-day role would consist of;

- Loading/unloading vans
- Picking up vans and other equipment needed for the week ahead
- Ensuring all equipment is ready for use including fixing equipment between events where required
- Assisting with the general upkeep of the boats
- Assisting with general operational planning to ensure attention to detail and efficiency
- May be asked to assist in other office tasks on quieter days

## 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. 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 (age dependent) and travelling with crew to different locations across the UK which includes early starts and late finishes
- Towing the boat trailers (age dependent) – 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 most of them and could be required to work in any of those on any event
- Roles include; 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
- 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;

- 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
- 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
- Excellent organisational skills
- Able to carry out repairs and general maintenance or willing to learn
- Willing to work hard and contribute new ideas to the business

**If you think you could be an asset to our team, please send your CV to [info@newwave-events.co.uk](mailto: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](http://www.newwave-events.co.uk) and [www.dragonboatevents.co.uk](http://www.dragonboatevents.co.uk) for more on us.