



ROLE DESCRIPTION

Bright Bricks Ltd – The Great Brick Experience

Role Title:	Senior Shows Manager
Reports to (title):	Head of Shows and Events
Contract:	Full Time – 40hrs per week - Permanent
Applicants:	Internal & External
Working day:	Mon – Fri, 8am – 5pm (inclusive of 1hr break)
Salary:	Dependant on experience
Closing Date:	Please send a CV and covering letter to Jobs@brightbricks.com by 4pm on Wednesday 12 th July 2017

Role Purpose

To input on the successful delivery of Bright Bricks Touring Shows and Events. Including the oversight of all show content, storage and general condition of all models

Key Accountabilities

1	Liaise with the venue and client to achieve a smooth install to the highest standard.
2	Understand each Show & Event and the timescales for delivery, to book in advance the best method for delivering the project.
3	To arrange for any sundry items for Shows and Events to be ordered and arrive in a timely manner, including perspex, plinths, barriers, etc... Liaising with the Head of Shows & Events for authorization.
4	Be able to go out on deliveries where an installation is required by Bright Bricks. The ability to be flexible and facilitate both events and installations on evenings and weekends, as required.
5	Oversee all show models, including storage, upkeep, cleaning and repairs to models as required, producing the relevant Job Sheets, as required.
6	Control and monitor the packing progress of all Show content, to ensure the models are not damaged.
7	To receive all returning shows, and check for damage and completeness
8	To oversee all other large models stored by Bright Bricks.
9	To liaise with Sales team with any potential upselling of services.
10	To oversee all off site storage of models.
11	To understand each show requirement to ensure correct items have been dispatched.
12	Any other work required for Bright Bricks that the directors deem necessary.
13	Organise product delivery mechanism ensuring that the logistics plan meets with the distribution requirements of the client ensuring that product arrives at the correct location, on time and undamaged.



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14	Proactively seek to identify and develop the quality and value of business processes by reviewing own and others activities, proposing and implementing new policies, processes and methods to improve controls, delivery and efficiency.
15	Proactively maintain, develop and update job knowledge by keeping abreast of accepted practices; participating in educational opportunities; reading professional publications; maintaining personal networks and sharing findings across the business to ensure on-going delivery improvement.
16	Control your work activities and maintain own and shared workspace in a clean and tidy manner ensuring own health & safety and that of colleagues and visitors who may be affected by your acts or omissions. Co-operate with the company to enable it to meet its own responsibilities.

Decision Making and Influence
<ul style="list-style-type: none"> • Required to make decisions within remit referring to the Head of Shows & Events out of scope decisions. • Objectives are set by the Head of Shows & Events and are reviewed on a weekly basis. • Uses a range of standard and well established methods. • Plans own work on a daily basis and requires minimal supervision. • Role requires managing and influencing across team and other functions to complete the activities.

Knowledge, Skills & Attributes			
Essential		Desirable	
1	Excellent interpersonal, customer service, presentation (Articulate, confident speaker) and communication skills. (Written and verbal).	1	
2	Ability to plan, prioritise, implement and monitor outputs to meet project deadlines.		
3	Excellent Time management, efficient, and the ability to meet deadlines and work with minimal supervision.		
4	Ability to cope with responsibility and remain calm under pressure.		
5	Able to use experience to understand complex designs and information.		
6	Ability to facilitate cross-company discussions and consolidate outcomes.		
7	Attention to detail with a “can do” attitude and approach.		
8	Ability to work some evenings and weekends, to facilitate events and installations.		



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Other Information
<ul style="list-style-type: none">• The role is based at the Bordon office (GU35 9QF).• Job holder will be required to be flexible to meet with project deadlines.• Job holder may be required to support other functional activities in support of project initiation and completion.• Co-ordinates team of employees allocated to the Project for their specific skills on a temporary basis, if employees are not assigned on a full-time basis they continue to report to the Head of Show and Events.• Role holder only has responsibility for the coordination of tasks within the Project.• Job holder will need to have a valid DBS check as role may involve interaction with children and vulnerable adults. Bright Bricks will support the job holder in the application process.