



Job Description: Operations and Logistics Manager

Summary of Role: To manage the logistics and bookings of all crew, vehicles and external suppliers for our events

Reports to: Darren Haskell-Thomas, Chief Logistics Officer

Bonus Scheme: Yes

Employment type: Permanent Position - £35 - 45K Depending on experience

Website: www.marbleldn.com

Contact: Darren via, info@marbleldn.com

Context

Marble LDN -Binding brand, agency and experience.

We are a B2B agency uniquely positioned to support communications departments to deliver live experience through our integrated structure.

We offer 5 core services, including: Conceptualisation and storytelling - Creative production and design, Sound, Light & Technical production - Project Management - Marble Music

We work in both the commercial and private spheres. With 75% of our work implemented within the B2B sector and 25% in the B2C sector.

Throughout the agency our core focus for 2019/20 is to expand our experience, exhibition and music proposition. We will work on projects that have a focus on design, collaboration and sustainability.

Within the B2B sector we want to expand our grasp on tech and finance spheres where we see spend and creative marketing attitudes. We also want to expand on our strategy to become the communication sector's events agency working with more comms agencies like The Communications Store, John Doe, etc to implement their live portfolio.

Within the B2C sector we will be riding off the recent launch of the Marble Private website and looking to expand our outreach on producing private events for both new and existing clients.



You will be joining a team of 19 (full time). We are a fast growing business with over 20% growth year-on-year and a team that has tripled in 12 months. We are looking for a candidate who would like to be part of this growth and to be a major asset within this evolving integrated agency.

Our Clients include: <https://marbleldn.com/our-work/>

The Role

You will play a key role in ensuring smooth event logistics management from start to finish. You will be integral in improving our logistic and operational systems. It's important in this role to have great attention to detail, be able to immerse yourself completely in our events, systems and processes, and ensure that you approach your work in a highly motivated way when working with all team members.

You will be expected to invest yourself in each production in an organised and logistical manner, ensuring that you are able to provide the best solution to the delivery of our events whilst looking at the budgets to make sure we are hitting out targets on cost.

DAY TO DAY ROLE

Crew Management & logistics

- You will be managing 5 (currently) site managers
- Ensuring site managers KPIs and targets are met
- Building your crew and site manager team
- Managing the rota of the site managers and crew members.
- Ensure site managers are following all systems and processes
- Ensure the wellbeing and moral of ground crew are maintained

Event logistics

- Overseeing, planning and organising logistic schedules and all other relevant paperwork
- Assembling appropriate crew teams for pre prep, site build, live and derig with the help of Site Managers
- Ensuring logistics, crew and ops budgets are met
- Preparing logistic plans for project managers



Transport Logistics

- Transport logistics (making sure the correct vehicles are at the right place at the right time)
- Fleet maintenance and upkeep
- Budget management including reducing motor fines.

DESIRED SKILLS

- At least 5 years of experience in logistics and ideally with management skills
- Proficient use of Windows
- Excellent time keeping
- Excellent Spreadsheet skills

Clients:

<https://marbleldn.com/our-work/>

Benefits:

- We offer a competitive salary with a bonus tied to business results
- We offer a stimulating and progressive career with a commitment to train and develop each team member so they remain constantly challenged and inspired to feel valued
- Personal development is important to us and our culture - we offer training courses and development courses in areas which you are interested
- Lunch is provided daily at our cafe