

**Job Title:** Exhibition & Spatial Design Builder

**Reporting to:** Exhibition & Spatial Design Head of Workshop

**Location:** Based at our Norwich Office with occasional travel

**Salary Range:** On Application

## Job Description

**Background:** The role of E&SD Builder can be a physically demanding role and requires a flexible approach to work being based primarily within the workshop environment or on-site at venues when required to support the delivery of the Exhibition & Spatial Design projects.

**Job Purpose:** To support the E&SD Head of Workshop and the E&SD Supervisor/Builder plus the wider team in the preparation and building of Exhibition stands, stage sets and other spatial installation projects ensuring safe transportation to site and return.

### Main Duties:

- To undertake workshop duties as required and requested by the E&SD Head of Workshop and the E&SD Supervisor.
- This will include the preparation and building of temporary structures utilising carpentry, painting and finishing skills.
- To organise and prepare kit relevant to each job.
- To liaise with the Spatial Designer and mutually agree and implement the most efficient and effective method of preparing kit.
- To interpret and plan the preparation of items from technical drawings using specialised knowledge.
- To attend morning briefings to determine work schedules and deadlines for the day and week(s) ahead.
- To liaise with the E&SD Head of Workshop and the E&SD Supervisor/Builder and keep them updated with progress.
- To provide backup and support to the team in the workshop as necessary for general day to day tasks.
- To participate in the loading and unloading of vehicles as equipment, exhibition stands and sets leave and return to the workshop.
- To build and de-rig sets on site when necessary to a high standard and to the client's specification.
- To work safely and within Health & Safety regulations at all times and to familiarise yourself with the health and safety policy seeking further training and development if required.
- To support the team by sharing and observing best practice through discussion, training and practical demonstration especially at busy times.
- To cooperate with weekend rotas where necessary and holiday requests thus ensuring the workshop is always covered adequately and not breaching any health and safety regulations.
- To be a proactive team member within Pb engaging professionally with internal staff whilst also acting as an ambassador for Pb externally.

All Production Bureau Limited employees are responsible for:

- Working to the policies of Production Bureau Limited
- Promotion of equal opportunities and respecting diversity within all aspects of their work
- Complying with all Health and Safety regulations and promoting a safe working environment
- Carrying out additional duties which may be allocated from time to time by the Board of Directors

## Requirements

Essential Criteria = (E) Desirable Criteria = (D)

### **Qualifications/Skills:**

Carpentry skills or appropriate qualification e.g. City and Guilds etc. (D)  
Good communication skills (E)  
Good problem solving skills (E)  
Attention to detail with good finishing skills i.e. painting, sanding (E)  
Ability to multi-task (E)  
Computer literate with knowledge of Microsoft office (E)  
Forklift Licence (D)

### **Experience:**

Practical experience and knowledge of construction (D)  
Some previous or similar experience of working within a workshop/warehouse environment (E)  
Experience of working to and interpreting technical drawings (D)  
Experience of working in a pressurised environment and to deadline (E)  
An awareness and experience of Health & Safety practices within the workshop and on-site (E)

### **Attributes:**

A positive and pro-active approach to work with an ability to react to change as it happens (E)  
Self-motivated, enthusiastic individual with a good sense of humour (E)  
A flexible approach to work with some weekend and evening work required (E)  
A team player who can share ideas and best practice (E)  
Ability to undertake frequent lifting, loading and unloading of vehicles for events and reconstruction of large sets on site before and after an event (E)  
A genuine interest in Events & Exhibitions (D)  
Driving Licence (E)