

Job Title: Spatial Design Coordinator

Reporting to: Senior Spatial Designer

Location: Based at our Norwich Office due to proximity of team

Salary Range: On Application

Job Description

Background: As part of Production bureau's multi-faceted portfolio of offerings, we deliver spatial solutions including exhibition stands, conference and event sets, and commercial installations.

These solutions are conceived and designed by our Spatial Design team – who work closely with teams across the business to create and deliver. The Spatial Design team manage the process from concept, through design, visualisations, and technical drawings to enable the solution to be built.

Job purpose: The role of the Spatial Design Coordinator (SDC) is a demanding and exciting role supporting the team's and Studio's offering to our range of clients. As an integral part of the team the SDC works collaboratively with the immediate team providing administrative, project co-ordination, asset management and costing support. Responsibilities include raising POs and tracking invoices, costing solutions, sourcing and coordinating assets such as graphics, and planning tasks, all to enable the successful delivery of our creative projects. From initial brief through to final delivery, the SDC supports project tracking with timelines and budgets, and that key personnel are communicated with as required. There is also a need to identify, source and facilitate project assets as well as support with relevant based tasks for other teams, where directed.

Main duties:

- Support the Spatial Design Team by carrying out administrative tasks such as raising PO's, setting up project folders etc within Pb's IT systems, following up with invoices/quotes, ensuring that administrative processes are adhered to and completed.
- Facilitate communication between the Studio and wider teams.
- Assist key personnel within the Studio by ensuring they have access to the project information they need, helping with the planning of projects and resource.
- Facilitate communication among a project's team, ensuring all involved parties and departments are aware of project requirements and timelines.
- Assist the Spatial Designers team with project management tasks such as determining timelines and deadlines, organising meetings, and ensuring projects remain within scope and on track for delivery.
- Source, compile, manage, check graphic assets.
- Manage artwork/drawing files, enabling access to the relevant people when required.
- Communicate and negotiate with suppliers.
- Source, book and track furniture, props and other assets.
- Quoting (internally) and supporting the costing of projects.
- Be an early identifier of project risks relating to scope, timeline, and resources, and provide escalation points and routes where appropriate (with the support of the Spatial Designers).
- Attend de-briefs to log and feedback important learnings for the team.
- Contribute to the Studio's project reviews, which identify areas for improvement and help the business to develop and enhance its creative offerings.
- Join internal and external project calls to assist in passing updates and information to the relevant stakeholders.
- Understand creative project pricing and assist with project quoting.

- Aid with proof checking and art-working, ensuring the work leaves the studios in the best possible way.
- Identify and flag any opportunities to help improve and streamline production management processes with key personnel within the Studio.

All Production bureau Limited employees are responsible for:

- Working to the policies of Production bureau Limited
- Promoting 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:

High levels of attention to detail (E)

A multi-tasker with the ability to prioritise and manage own workload (E)

Skilled in coordinating and organising time/projects efficiently (E)

Excellent interpersonal and communication skills, including the ability to translate technical information into plain English for clients (E)

Good problem-solving skills with the ability to use initiative (E)

Excellent Microsoft office skills in Excel, Word, PowerPoint (E)

Basic Photoshop skills (D)

Professional or degree level qualification in relevant discipline (D)

Experience:

Experience in an administrative role supporting multiple projects/teams/processes (E)

The ability to support multiple projects for a wide client base (E)

Experience of communicating with stakeholders on projects (D)

Experience in costing and quoting on projects (D)

Experience of working in a pressured environment and to deadlines (E)

Experience of producing, maintaining and updating project timelines, scope, and budgets (E)

Experience of working within a creative and/or production studio, agency/organisation sourcing studio related assets, props, printed material, branded items, licenced music etc (D)

Understanding of the Creative production process, demands and challenges within design disciplines (D)

Attributes:

Curiosity, calmness, and a sense-of-humour (E)

A willingness to shape the role and bring their own ideas, to enhance the Studio's efficacy (E)

A positive and flexible approach to work, with an ability to react to change as it happens (E)

A self-motivated, driven, enthusiastic individual (E)

A naturally collaborative team player who can share ideas and promote best practice (E)

Full Driving Licence (D)