



### **Production Support Assistant**

Fuel are seeking a Production Support Assistant to work within our city centre studios on a variety of Live, Virtual, and Hybrid events.

The Assistant Production Support Assistant will report to and support the Head of Production, and the Office/Studio Manager along with working closely with all other members of the Technical Production Department in the delivery of all projects.

### **About Fuel**

Fuel is a vibrant experiential events company that specialises in virtual and hybrid events such as employee engagement, brand activations and conferencing solutions. Through a partnership of creativity and technical production, we produce event experiences of all shapes and sizes producing live, virtual and hybrid events with exceptional attention to detail. We develop events from concept stage to planning and preparation right through to implementation and completion.

Our mission is to expand the imagination, exceed the expectations and enrich the experiences of all our clients, attendees and stakeholders.

We are inclusive employers and welcome applications from people from all backgrounds and abilities. Please let us know if you need reasonable accommodation to take part in an interview.

### **Responsibilities include, but are not limited to:**

- Based in our studios on Camden Street, provide practical support before, during and after projects such as (but not limited to) webinars, conferences, AGM, live performances, product launches, seasonal parties, regional conferences and other relevant events
- Assist in the ongoing management and maintenance of Fuel Studios

- When applicable - provide on-site support for our Live Productions
- Support in turning creative ideas into plans for implementation, understanding client and creative vision, turning client requirements into a technical production environment.
- Help prepare and build sets - lighting, props, and other equipment
- Assist production designers, coordinators and crew
- Print and distribute Call Sheets, Production Schedules etc
- Escort talent, speakers, and external guests around the studio and other spaces
- Assist with signage and adherence to studio guidelines and best practices
- Act as a runner - distributing messages or other items within crew and talent, and errands as required
- Perform administrative tasks such as answering phones etc
- Ensure studio spaces and equipment are kept clean and clear of obstacles
- Support Warehouse Manager with tasks relating to transport and storage
- Assist in any relevant research as required (production, entertainment, media etc) in order to develop industry leading systems and methods of project delivery
- Assist with thorough technical planning to make sure Fuel's events (virtual, physical and hybrid) can run with fluidity and to an excellent standard

#### **Desired Requirements:**

- Keen interest in technology, the events and TV production industry
- Knowledge of IT Hardware including computer, servers and other peripherals
- Willingness to be hands on
- Energetic, and motivated to learn and develop within the team
- Flexible and with an ability to move between tasks - prioritising when required
- Excellent organisational and multi-tasking ability
- Resourcefulness and problem-solving
- A team player with good communication skills
- Ability to work unsocial hours occasionally, usually scheduled in advance
- An ability to work unsupervised using your own initiative
- Audio Visual Experience – non essential

#### **Working hours**

The successful applicant will generally work normal office hours 9am to 5.30pm Monday to Thursday, and 9am to 5pm on Fridays. In the lead up to an event and on event days, the Production Support Assistant may need to work extra hours, including evenings and weekends.

**Salary** €10.20 per hour

**Perks of the Job**

- Office located in the heart of Dublin 's Camden Street with access to major bus/LUAS links
- 20 Annual leave days
- Time in lieu for event days
- Competitive Salary
- A fun and fast paced environment, with energetic workforce
- Regular team building days and work trips
- Regular training and upskilling opportunities
- Dog friendly office

Please send your cv and a covering letter to: [info@fuelhq.ie](mailto:info@fuelhq.ie)