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**Join the ZooCrew – Build Manager Job Spec**

**Do you have management experience in the outdoor or events industry? Join the ZooCrew on the road for the 2020 summer season. We’ll be hitting the top festivals and events of the season, from Glastonbury to Boardmasters to Ramblin Man Fair. We create deluxe accommodation villages all over the country, live in crew camps (bring your tent!) and enjoy three meals a day from one of our talented crew chefs.**

**Start and End Date:** Our season starts in May and usually finishes in late August/early September. We have a range of start dates, dependent on our festival schedule. We don’t promise continuous employment throughout the summer season but the better your availability the more work you will get.

**Location:** Be prepared to be on the road for most of the summer with only a day or so between festivals. We travel the country from top to toe, so it doesn’t really matter where you live. However our headquarters is in Stockton, Wiltshire and we often have additional work for local crew and managers at our Yard helping to sort out kit.

**Travel:** Build Managers will often be asked to drive a crew vehicle to site or around site. This ranges from a Transit Van to a 4x4, so experience of driving larger vehicles is advantageous. You must also have a clean driving licence. In the case of you taking your own vehicle to site, we pay a contribution to your petrol costs, which increases with every additional crew member you take. Please note, all mileage is paid from our headquarters to the event site, NOT from your home address.

**Camp Life:** We are allocated a ‘crew camp’ on arrival at the events. You will need your own tent, bedding and mattress, as well as a plate, bowl and cutlery. We work in rain, sunshine and high winds, so you need to enjoy being outside and come prepared – from wellies to suncream! Our kitchen tent and crew chef are the centre of camp life, where we have morning briefings, eat all our meals, make hot drinks and relax after work.

**Reporting to:** Our crews are led by a Project Manager who is on-site at all times and supported by Build Managers and/or Team Leaders (depending on the size of the job).

**Job Role:** The ZooCrew is responsible for building boutique camping sites at festivals, sporting events and private parties or weddings. We erect bell tents, tipis and yurts, ‘dress’ them with carpets, beds, tables, chairs, lanterns etc. Once the event goes live, we offer reception and maintenance services across the festival weekend and then we take it all down again!

Build Managers are often the most senior Zoo manager on site. On larger builds, a Project Manager will lead the job and be on-site to support the Build Manager. Team Leaders may also be allocated to a job to support Build Managers.

The Build Manager is responsible for the planning and structure of the rig and derig and leading the crew to complete the schedule to deadline. During the live event, the Build Manager will lead the reception and maintenance teams, while dealing with any on-site issues that arise.

At all times the Build Manager is responsible for on-site client and partner communications, health and safety, proper use of company property and crew welfare.

**Responsibilities:**

* Planning the rig and derig schedule (assisted by Project Manager) and managing the loading and unloading of lorries on site
* Plan and mark out the build area to make best use of area and in adherence with client input and/or CAD designs
* Time management – ensure daily deadlines are being met and the rig schedule revised accordingly, with any concerns regarding achieving deadlines escalated to a senior manager in a timely fashion
* Communicate daily with the Zoo office team to ensure the latest sales and customer requests are being accommodated into the rig plan
* Perform quality control checks on completed build in timely fashion and rectify any errors
* Lead and manage the crew and/or team leaders to ensure good team working relations and achievement of deadlines
* Ensure all health and safety guidelines are met on site and company property is being handled with care
* Lead and develop the skillset of team leaders, encouraging them to take ownership of the site, build their confidence and help them progress within the company
* Complete all necessary paperwork, including but not limited to crew timesheets, site reports, risk assessments and quality control checks

**Skills Required:** Leadership experience, a fun and positive outlook at all times and lots of stamina

* Excellent organisation and planning skills – you’ll be responsible for planning the rig and derig schedule and ensuring everything goes to plan
* Leadership experience – when you’re putting up 400 bell tents and dressing them with 5 different interior packages, you need to keep your eye on the ball. Knowing where your crew is and what tasks have been completed so far is essential
* Problem-solving skills – anything can happen in a field. A lorry might not turn up, a thunderstorm might appear, the chef might be ill… The Build Manager needs to be able to handle these situations with ease, adapt plans quickly and be calm and relaxed when communicating these changes to crew.
* Good physical fitness and stamina – you need to be able to keep up with the crew!
* Excellent attention to detail – we need to please both our clients and our customers and ensure we deliver what we promised. Quality control and checking the job spec is adhered to is a key part of the Build Manager role
* Good interpersonal skills – we are constantly on show when we are building. The client does walk-arounds, the health and safety team are doing their checks, other suppliers are building their structures alongside us and it is essential that we project a professional and courteous image at all times
* Event or customer service experience - at many of our events we also supply reception and maintenance services. You need to have a great aptitude with customers as well as the ability to deal with unexpected (and expected) problems at reception
* Full and clean driving licence

**Additional Driving or Forklift Experience:** Please let us know if you hold a C1 or C1E licence, as we are always looking out for managers who are able to drive our lorries and tow a trailer. Forklift experience is also a bonus.

**Apply now by sending your CV to hannah@zooeventsgroup.co.uk**