

## Operations Coordinator

Absolute Production Services is a Chicago-based, turnkey event production company. Offering services locally and globally, for small businesses to some of the most well-recognized brands in the world, we have been a leader in event production for nearly three decades. Our success is possible because of our relentless focus on three cornerstones that define the company: people, process, and relationships.

We currently seek to level up our operations team to better assist our clients and continue to provide seamlessly executed events. This role will report to our Director of Operations and must be self-motivated and passionate about event operations and customer experience.

### Responsibilities:

#### A/V and Event Knowledge or Experience:

- Work alongside production managers to ensure proper gear is being quoted
- Attend weekly production meetings
- Schedule all warehouse labor based on weekly needs
- Utilize the Equipment Management System to book and track all necessary subrentals
- Request quotes, ensure proper gear, and maintain appropriate pricing for all subrents
- As needed, attend site surveys to help quote and plan production logistics
- Assist in show delivery and pick up – as needed

#### Logistics and Operations:

- Ensure all needed equipment is reserved to the pull list for events in conjunction with Director of Operations (ie, ample cable, back up gear, gack)
- Schedule trucking and drivers for all production needs (subrentals, deliveries, pickups etc.)
- Create weekly logistic plan for all warehouse operations and ensure day to day goals are met
- Create weekly logistic plan for all trucking
- Help track and coordinate material handling, as needed
- Delegate daily tasks to warehouse supervisor as pertains to production logistics
- Aid in daily warehouse operations – as needed  
(pull/prep, QC and check in of gear, load/unload trucks etc.)
- Help ensure that all warehouse and drive labor is being used to full potential – adjusting workflow and hours for maximum efficiency

## Basic Qualifications:

- 4-years of AV background (or equivalent)
- Ability to lift 75 pounds or more
- Strong oral and written communications skills
- Strong computer skills
- Self-motivated, can identify areas that need attention, develop plan, and execute without being prompted

## Additional Qualifications:

- Extremely organized
- Ability to multitask projects
- Proven short term and long-term planning skills
- Keen eye for details
- Proven team leadership
- Positive attitude and team building ability
- 2-4 years experience in an AV leadership position (or equivalent)

Absolute is an equal opportunity employer and provides a competitive salary and benefits.