

Job Title: Project Administrator – Live Event Production

Location: Marklew Productions Ltd – All Saints Street, Birmingham, B18 7RL

Employment Type: Full Time

Reports to: Project Manager

About the Role

We are looking for a highly organised and proactive **Project Administrator** to support the delivery of our corporate productions, and installations. This role is key to keeping projects running smoothly—from initial booking through to delivery and post-event wrap-up.

You'll work closely with project managers, technicians, suppliers, and clients, handling the admin, coordination, and documentation that keeps our projects on track, on time, and on budget.

Key Responsibilities

- Provide administrative support to project managers across multiple production and hire projects
- Prepare and manage project documentation including, purchase orders, job sheets, invoices, schedules etc.
- Coordinate and book schedules for equipment, crew, transport, and venues
- Assist with the ordering of project related supplies and equipment
- Liaise with clients, venues, suppliers, and internal teams to ensure clear communication
- Assist with equipment booking and availability checks
- Track project progress and flag any issues, changes, or risks to the project team
- Support onsite logistics as required
- Assist with post-project reporting, invoicing, and close-out documentation

Skills & Experience

- Previous experience in an administrative or coordination role desired
- Strong organisational skills with the ability to manage multiple projects simultaneously
- Excellent written and verbal communication skills
- High attention to detail and accuracy

- Confident using Microsoft Office / Email systems and project management or booking systems
- Ability to work well under pressure in fast-paced, deadline-driven environments
- A basic understanding of audio-visual equipment and live events is desirable (training can be provided)

Personal Attributes

- Proactive, reliable, and solutions-focused
- Comfortable working with technical and creative teams
- Professional and client-focused approach
- Flexible attitude to working hours when required around live events

Work Environment

- Combination of office work and onsite event support when required
- Evening, weekend, and travel availability may be required depending on event schedules

What We Offer

- Opportunity to work in a dynamic and exciting live events and production environment
- Be part of exciting live events and productions
- Collaborative, creative team environment
- Opportunities to grow within production and project management

To Apply

- Please send CV and cover letter to ***opportunities@markle productions.com***