

# BOMPAS & PARR

**Contract Role:** Operations Manager at the Royal Docks Rainbows: Flavour Rainbow

**Contract type:** Fixed-term contract 4 weeks

**Location:** 1 Dock Road, Silvertown Way London, London E16 1AG

**Reports to:** Management team at Bompas & Parr

**Day rate:** £150 - £200 per day depending on experience



## Operational responsibilities

- Manage the day-to-date running of the exhibition
- Ensure the exhibition is operated and maintained to maximise cost savings whilst ensuring that company standards, policies and procedures are maintained
- Run daily exhibition site checks
- Ensure the exhibition runs to the company and legal standards in relation to H&S
- Compile a daily show report for key project stakeholders
- Be the face of the exhibition and provide accurate information about the exhibit
- Ensure every guest is treated equally and assist with any visitor enquiries
- Create and manage a database of visitors
- Observe and monitor operation systems and ensure best practice at all times
- Suggest and implement any operation changes upon approval from the Management team
- Manage all snagging and maintenance updates

## Team management responsibilities

- Be the team manager and oversee all onsite staff during live exhibition days

- Plan and manage the entire staff & volunteer rota
- Prepare and lead daily team briefings
- Recruit new staff & volunteers as necessary and co-ordinate training
- Ensure the team comply with legislation regarding licensing law, H&S and fire safety
- Build sales by insisting and demonstrating excellence in customer service
- Foster a dynamic, open and indefatigable optimistic live exhibition team

### **Venue management**

- Manage the security of the premises, exhibition spaces and equipment
- Oversee daily maintenance and technical troubleshooting
- Manage onsite venue logistics in preparation for private views and special events
- Oversee the cleaning rota and run quality and standard checks

### **Financial responsibilities**

- Provide information of staff wage costs to the Project Manager
- Account for any ad hoc expenditure / petty cash

### **General**

- Be the lead representative for Bompas & Parr on-site
- Create and maintain all organisation of onsite documentation in accordance with Bompas & Parr procedures
- Be the daily point-of-contact for all key project stakeholders
- Encourage staff and guest content from the event site for online platforms; Instagram, Twitter and Facebook

### **Specific requirements**

- Be available to work 5 days a week between 06/08/18 & 08/09/18 (days can be flexible and can be arranged around the staff rota)
- Ability to think creatively and problem-solve under pressure
- A can-do attitude combined with passion, energy and enthusiasm for entertaining the public
- A calm demeanour with sound decision-making skills

### **How to apply**

If you are interested in applying for this position, please email [work@bompasandparr.com](mailto:work@bompasandparr.com) and [rian@bompasandparr.com](mailto:rian@bompasandparr.com) with 'Flavour Rainbow Operations Manager' in the subject heading.

Please include the following in your application:

- A copy of your current CV
- A short introduction about yourself and why you think you are suitable for the contract role