



JOB DESCRIPTION

ROLE TITLE: Technical & Procurement Assistant

CONTRACT TERM: Permanent

LOCATION: ABBA Arena; 1 Pudding Mill Lane, London E15 2RU, United Kingdom

REPORTING TO: Technical Director & Site Director (TD+SD)

DIRECT REPORTS: None

RESPONSIBLE FOR: Not applicable

HOURS: Full-time

ABOUT US / THE HOOK:

ABBA Voyage is a concert like no other, blending cutting-edge technology, spectacular lighting, and some of the most beloved songs ever written. Since the custom-built arena opened in May 2022, the show has been astounding and delighting thousands of visitors from across the world. But as we continue to build on the success of the London show and with rapidly expanding growth plans, the journey is only getting started. We are looking for talented and passionate individuals to join our already world-class team.

More about ABBA Voyage: <https://www.youtube.com/watch?v=OE8aSnhzTfQ&t=2s>

So, if you are an experienced and organised individual with a passion for technical production and infrastructure who's ready for a new adventure, then this could be the perfect opportunity for you!

This role would suit a Technical Coordinator, Assistant Technical Director or Deputy Production Manager with experience in temporary event site overlay on medium- or large-scale long running resident show productions, or touring shows.

This role has an 80:20 split between technical project coordination : operational administration.

ROLE OVERVIEW:

As the *Technical & Procurement Assistant* you are a highly organised individual able to support the Technical and Site Directors office in the long-term planning and day-to-day running for ABBA Voyage and the ABBA Arena in London.

You will contribute to the smooth and efficient running of a busy department, willing to learn about the equipment and infrastructure used on site and be a key player in supporting the preparation of annual operating budgets, procurement and tender processes, project management of capital investment projects, contract renewals and statutory compliance.

This role connects suppliers, projects, and critical business information to the Technical and Site Directors' office ensuring our operations can deliver at our world class standards. You will serve as a trusted partner to deliver the technical priorities of the production.

Roles and Responsibilities:

OPERATIONAL

- Support the Technical Director & Site Director (TD+SD) to coordinate and implement the technical and production elements required across the show and site infrastructure.



- Support the TD+SD to schedule and plan activity across the ABBA Arena site.
- Be familiar with the production and site infrastructure and equipment, to support coordination of its safe use and maintenance.
- With the support of the Site Director lead on compliance tracking and reporting related to planned preventative maintenance activities and inspection works, contributing to compliance by the organisation with relevant statutory and regulatory requirements, including with Environmental Health and the HSW Act 1974.
- Ensure mandatory maintenance schedules are being followed by the TD+SD and their teams.
- Draft and review agreements for subcontracted services with vendors.
- Coordinate contract review workflows through review and comment to final execution with external vendors and various internal groups, including legal.
- Schedule site visits and vendor meetings.
- Provide logistical support for shipping and receiving needs, including international shipping, ATA carnets, AWBs etc, as well as ensuring appropriate plant and machinery is available on site as needed.

FINANCIAL & RISK

- Update and coordinate budget document revisions, collaborating with the finance department.
- Regularly review and report to the TD+SD on project and operational risks and progress.
- Support the TD+SD to forecast and mitigate risk, manage workloads and maintain clear lines of communication with internal and external stakeholders.
- Support the TD+SD to ensure individual budget holders forecast and review their budgets accurately.

TECHNICAL ADMINISTRATION & RESOURCING

- Support the TD+SD to manage and review resources regularly; driving gains in efficiency and productivity, exploiting commercial opportunities where appropriate.
- Coordinate equipment modifications and/or acquisitions in line with corporate acquisition and purchasing policies, working with the TD+SD.
- Ensure the updating of technical documentation by department heads.
- Support with all necessary reports, summaries and action plans for active workstreams.
- Track progress through processes, ensuring key milestones are met.
- Ensure equipment and supplies are procured in sufficient quantity whilst securing best rates and service to support the needs of the production.
- Schedule, and when necessary chair, project meetings to ensure smooth delivery and communication with all stakeholders throughout processes, including coordinating team input on various deadlines for specific projects.
- Support the TD+SD with recruitment processes, booking and contracting temporary staffing resources as required.
- Coordinate travel & lodging bookings for visiting technical and production teams.
- Any other duties as reasonably expected of a Technical & Procurement Assistant for a world-class entertainment production.



On occasion, this role may be required to work at other locations including, but not limited to our central London offices and other production sites.

ABOUT YOU:

- Experience in large-scale live entertainment, ideally music or festivals (eg: arena or stadium tours, circus, festival production, corporate events), or sporting events (Formula One, Tennis ATP etc).
- Exceptional organisational skills including experience managing project calendars, documents review and tracked changes etc.
- Experience in creating, working with, and maintaining budgets.
- Able to prioritise, multi-task and work quickly and accurately with attention to detail, maintaining a positive attitude in fast-paced environments.
- Ability to effectively connect, communicate and work with a wide range of people.
- Comfortable working in high pressure situations, dealing with multiple challenges at the same time.
- Strong teamwork and organisational skills.
- Enjoy working independently as well as collaboratively.
- Take a calm and practical approach to troubleshooting and issue resolution.
- Competent computer user including in particular the use of Microsoft Suite - Sharepoint, OneDrive, Excel and AutoCAD or similar CAD packages.

DESIRABLE BUT NOT ESSENTIAL – possessing any of the following would be advantageous:

- Strong comprehensive knowledge and experience of show technical production functions.
- Strong all-round entertainment or sporting site event operations technical knowledge, including MEP - HVAC, plumbing, electrical distribution.
- Working knowledge of LOLER, PUWER, COSHH, BS7909, BS7671.
- Project management certifications (PRINCE2, APM etc)