



**Red Switch**  
Marketing Communications

**Job title: Freelance production manager**

**Department: Events & Activations**

**Reporting to: Account director**

**Location: We are looking for 2x candidates in each province**

To support all parts of events and activations production process, and other team related requirements in the office and onsite.

### **QUALIFICATIONS & EXPERIENCE**

- At least an undergraduate qualification in communications, marketing or business studies.
- Strong hands on experience in events and activations.

### **SKILLS (NON-NEGOTIABLE)**

- Good command of English (additional language spoken in the province you are applying from will be an added advantage)
- Excellent administrative skills
- Have a full South African driving licence
- Highly organised with a good eye for perfection
- Able to work under pressure
- Able to communicate effectively both verbally and in writing
- Punctual and willing to work outside normal office hours as and when required
- MUST be computer literate with full Microsoft Suite



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## **CHARACTERISTICS**

- Easy to work with (this is a MUST)
- Must be a grafter
- Must be “SWITCHED ON” with a can-do attitude
- Willingness to learn new skills and develop existing ones
- Self-motivated with the ability to work individually and as part of a wider team to deliver under pressured environment
- Highly diplomatic
- Quick to understand and interpret a brief and requirements
- Positive attitude towards challenging situations and multi-tasking
- Focused on consistently providing high service levels to clients
- Must be committed to live our AIRE company values

## **FUNCTION**

- Supplier coordination – Establish and maintain good working relationships
- Source and process quotes and invoices
- Manage and recon budgets including petty cash
- Develop project plans, schedules, call sheets and reports
- Attend stakeholder meetings
- Set up production meetings
- Work with various teams to manage workflow and ensure brief is delivered at all stages
- Onsite production management

This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as the management may, from time to time reasonably require.