



Position Description	
Job Title	Crew Manager
Reporting to:	Mary Shelley-Smith; Global Operations Director
Location	Aston Clinton
Scope of Role	Global Infusion Group operates a diverse portfolio of brands that include GIG, Eat to the Beat, e2b and Bonnie May Food & Events, with clients including major corporates, global sporting events (Commonwealth Games, Olympics etc.) , international artists (Coldplay, Rolling Stones) festivals (Glastonbury Isle of Wight), film and TV production companies (Strictly Come Dancing, Masked Singer, Dancing on Ice).
Candidate	<p>We are currently looking for someone to co-ordinate our ever expanding team of freelance staff over numerous concurrent events, with varying event requirements such as one personal chef on tour to a team of fifty caterers at a festival or large corporate event.</p> <p>Working under the direction of the events team you will be responsible for the day to day running of the crewing department including the application process for new crew and management of existing crew.</p>

Overall Responsibilities
<ul style="list-style-type: none"> • Recruitment and retention of freelance crew • Booking crew and issuing purchase orders • Dealing with the application process for both UK and international crew • Maintaining a constant relationship with all crew via weekly updates, seasonal newsletters and other media • Keeping crew qualifications/certifications up to date • Out of hours/weekend email and phone cover • Explaining job requirements to crew • Keeping track of Schengen days for UK crew working in Europe • Managing crew administrator
<p>Daily Duties</p> <ul style="list-style-type: none"> • Working with Account Managers on crew suggestions • Maintaining up to date records of crew movements (work schedule and staffing sheets) • Reviewing and assessing CVs from new candidates • Assessing crew availability • Managing accreditation for events • Administering crew wages. • Creating and sending purchase orders

- General Administration

Weekly Duties

- Maintaining the crew database – passports, driving licenses, visas, food hygiene certificates & public liability insurance.
- Planning crew transport and movements for events
- Organising trial days (liaising with current crew to assess suitability, perform phone interviews with prospective crew members) and managing onboarding process

Person Specification

	Essential	Desirable
Qualification	Intellectually robust with a good standard of education with at least 5 C/GCSE's or equivalent.	
Experience & Knowledge	Computer literature with an excellent working knowledge of Microsoft Office, specifically Excel.	Experience in a similar role and industry.
	Working as part of a team and on own initiative with practical experience of working within a busy, dynamic and challenging office environment.	
	Full clean UK Driving Licence and own transport.	
Abilities & Skills	Excellent administrative, organisational and time management skills with the ability to manage varying workloads and prioritise tasks accordingly with excellent attention to detail.	
	Strong interpersonal communication skills both verbal and written. Calm and confident to work unsupervised at times.	
	Working additional hours to fulfil the duties of the role.	

Global Infusion Group confirms its commitment to *equality of opportunity* in all areas of its work. All individuals will be treated in a fair and *equal* manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.