



Graduate Trainee Scheme 2020 intake – AV / Live Events Placement

Graduate trainee scheme working with Anna Valley Group companies; Anna Valley (www.annavalley.co.uk) and Matrix UK Solutions (www.matrix-events.co.uk). This is a fantastic opportunity to join two respected, firmly established AV suppliers to the live event industry.

Anna Valley are providers of advanced and integrated audio-visual technology to corporate and broadcast markets and their agencies.

Matrix is known in the industry as more of an “overall project delivery company” not just a kit supplier. The PM’s delivery is greatly reliant on their lengthy experience and adaptability.

The scheme will be tailored to the individual candidate and would involve training options in both companies. The scheme is a two-year, paid placement, there are optional additional modules for candidates that would like to increase the length of their training. Unfortunately, the scheme doesn’t offer a recognised professional qualification. An overview of the role would include but not be limited to the following:

Pre-production / project management

- Primarily based in the office, in Feltham with a small rotation in Hook.
- Work alongside the relevant Project Manager and/or Project Coordinator
- Take a brief from the client (alongside a senior team member) and assist in the pre-production and delivery, this will include
 - Working with the client
 - Understanding what the brief is and how best to achieve it
 - Recommend and suggest the most appropriate equipment/solution for the project
 - Obtain supplier quotes and negotiate the best price and terms
 - Raise PO’s
 - Work alongside the venue and confirm the event requirements
 - Raise and manage event specific requests i.e. parking permits
 - All health and safety aspects are adhered to and all relevant paperwork raised
 - Manage, collate and distribute the schedule
 - Manage the event budget and project change notices
 - Any pre-notified client requests are distributed to the crew / event team
 - Ensure the job bag/project file is collated and distributed to site

Equipment/warehouse

This is a very “hands on” aspect of the scheme and will involve lifting and moving equipment in the warehouse.

- Full training on the equipment inventory, to include;
 - Video; LED / projectors / switching / PPU / media servers
 - Sound; speakers / microphones / desks
 - IT; computers / networking
 - Lighting and electrics
 - Cameras
 - Rigging equipment / cables / consumables and miscellaneous
- Work with the relevant Department Heads and/or Warehouse Manager
- Ability to understand the equipment
 - What it is
 - What it does
 - How and why it is used for specific elements on events
- Option to dismantle and explore the mechanics of the equipment
- Checking in / out equipment for events
- Pre-rigging equipment in the warehouse as and when needed
- Routine maintenance on equipment including PAT testing
- Checking, loading and un-loading trucks
- Health and safety and manual handling training will be provided
- PPE will be supplied

On-site delivery

- Work alongside the Project Manager and client
- Provide support to the Technicians and Project Manager as and when needed
- Assist in the load/unloading of trucks and distribution of equipment into the relevant areas
- Help to set up the equipment
- Deliver calls to suppliers and / or the office in the event of additional equipment requests
- Monitor Health and Safety paperwork

Office assistance

- Understand how the company works and why there are policies and procedures in place
- Assist in focus groups as and when new ideas are discussed
- Work alongside the office admin team as and when needed

Installation

- Anna Valley have an Installation department and a proportion of the scheme will include time with this team

Skills Required

- A strong interest and/or understanding of Audio-Visual Equipment
- Work under pressure, either as part of a team or individually
- A strong work ethic - must be prepared to work hard
- Keenness to strive for excellence
- Desire to want the best for the company and the clients
- Quick learner, self-motivated and willingness to show initiative
- Knowledge of PPT, Excel and word essential
- Understanding of Rentalpoint would be beneficial but not essential
- Good communication and organisation skills
- The nature of the industry will involve working occasional anti-social hours
- Clean full driving license would be beneficial
- Passport is essential as the role may involve international travelling

To apply

Please direct your email to Liz or Lucy graduate@annavalley.co.uk

Application process will be open from January 2020.
Interviews will take place April/May.
Applicants will be notified in June.

Graduate Salary – £18,500 - £19,500.00 per annum

More details

Anna Valley and Matrix have individual websites detailing who the companies are and what they do. In addition, both companies are active on Social Media; Facebook, twitter, Instagram, Linkedin and YouTube.