



Air Show Office

**RAF Cosford
Wolverhampton
WV7 3EX**

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JOB ADVERTISEMENT

August 2018

Job Role: AIR SHOW SITE MANAGER
Location: RAF Cosford, Shropshire
Employment: Fixed Term, Part Time*
Start Date: January 2019

An exciting opportunity to join a dynamic office environment to assist with the delivery of the West Midlands' largest one-day event. The role of Air Show Site Manager encompasses a diverse array of duties, working alongside the Air Show Operations Manager, under the direction of the Air Show Director to manage the design, build and operation of the event site.

This is an exciting opportunity for someone who is enthusiastic, willing to learn and keen to work in a specialist and highly regulated environment. Candidates must have a "hands on, can do" attitude and be prepared to work extended hours in the immediate run up to the Air Show and will be subject to a leave-ban in this period. The Site Manager will be required to perform manual labour tasks during the build and break phases of the event so must be physically capable.

*January to April, the Site Coordinator is required to work 3 days a week. During May & June, the Site Coordinator is required to work 5 days a week plus the two working weekends in June.

Key duties for the Air Show Site Manager will include:

- Assistance with the design of the event site layout, using Computer Aided Design.
- Obtaining of quotes for hire of various equipment for the Air Show and managing contracts.
- Management of all temporary site infrastructure (marques/trackway/generators/toilets/fencing etc) required at the Air Show.
- Liaison with contractors to ensure smooth process for delivery, service & collection.
- Direction on the marking and build of the event site. (And the break post event).
- Allocation of Trade & Exhibitor sites in the event site.
- General office administration and budget management.

Candidates will ideally possess the following skills and qualities:

- Previous experience and/or qualification in Event Operations.
- Practical knowledge of event infrastructure.
- Good physical fitness to conduct manual labour tasks during site build & break.
- Practically minded, with problem solving initiative.
- A team player who can work under their own initiative and manage time effectively.
- Strong work ethic, with desire to learn new skills and help with other projects.
- Good written & oral communication skills.
- Experience with CAD software.
- A full UK manual driving licence, is essential.
- Forklift operators' licence, would be desirable.
- Knowledge of airfield operations, would be desirable.
- Knowledge of, or experience working with, the Royal Air Force, would be desirable.

**Applicants should enclose a covering letter (one side of A4) and current CV,
sending via email to marilyn@cosfordairshow.co.uk**