

**Job Title:** Warehouse Manager for a small production unit  
**Reports to:** Artistic Directors and Office Manager  
**Salary:** £10 per hour  
**Contract:** Freelance. We can consider making this permanent.  
**Location:** Bristol – warehouse in Barton Hill, office in Easton  
**Hours:** Flexible, approx. 16 hours per week

Cirque Bijou are a performance and show production company with a busy summer full of interesting and exciting shows and events all over the country.

We are looking for a committed, responsible, highly organised and hands-on person to manage our small warehouse production unit, working on your own and within our small team.

This role is likely to be approximately 2 days per week but a certain amount of flexibility over working hours will be required as our work can be last minute.

### **Main Responsibilities**

- Keeping track of company equipment, liaising with Cirque Bijou producers to ensure kit is prepped and ready for each event – aiding with packing/unpacking vans
- Sourcing new equipment/parts/tools/sundry items as requested
- Keeping unit tidy, safe and ordered

### **Person specification**

- Organised, able to plan carefully and prioritise effectively
- Responsible and trustworthy
- Resourceful problem solver with flexible working attitude
- Takes pride in own work
- Knowledge of Health and Safety regulations and demonstrable ability to effectively risk assess working environments
- Good communicator – this person will communicate with colleagues, artists, clients and audience members
- Presentable appearance – you will need to be able to represent the company
- Experience of working in live events
- Ability to carry out minor repairs

### **Desirable**

- Full clean driving licence
- Licence to tow a trailer

- IPAF licence
- Stage management experience
- Good IT skills – using mac/office/CAD.
- Basic knowledge of electrical repairs – i.e. soldering

## **Applications**

To apply please fill in the application form. Send your application to [thea@cirquebijou.co.uk](mailto:thea@cirquebijou.co.uk) You can alternatively send us a 2-3 minute video application answering the questions asked on the form.

We are committed to accessible working. Please let us know in your application if there would be any specific support you would require to enable you to undertake this role.

**We are keen to fill this role as soon as possible so are not offering a deadline.**