



Operations Coordinator

Opened in 2021, Harry Potter: A Forbidden Forest Experience is an official experience partner of Warner Bros, producing a new concept experience for fans of the film franchise.

A night-time woodland trail filled with magical creatures and wizarding wonders from the Harry Potter and Fantastic Beasts films, guests explore the sounds, lights, and special effects that bring the magic of the Wizarding World to life. The trail has already won awards within the experiential tourism industry and is set to become a global project. With expansion plans for multiple sites around the world, with a focus on Europe and America in 2022-23, we are expanding our team to facilitate this exciting growth.

Location:

Remote working (UK based) with flexibility for occasional travel for meetings, site visits and during the event delivery phase.

Working Hours:

Typically 10:00 - 18:00 five days per week. Some evening and weekend work will be required during key project phases. Flexibility on working hours is required, given transatlantic teams and the nature of the role.

Responsible to:

The Operations Coordinator will report directly to the Global Operations Manager.

Day rate:

£175 per day. £200 on site. Freelance position.

Term:

Immediate start.

Overview:

The role will provide support to the Global Operations Manager and is pivotal to the successful delivery of Harry Potter: A Forbidden Forest Experience.

The overall responsibility of the Operations Coordinator is to ensure the smooth running of the Global Operations Manager's workload by managing and owning various projects within this busy workstream and supporting in progressing all aspects of the deliverables in both the planning and operational phase of our live events.

Duties will vary, but excellent administrative skills are essential as is the ability to take ownership and project manage a wide variety of tasks in this busy run up to the delivery of our events.

An ability and interest in researching and liaising with a variety of stakeholders both internally and externally is essential. Confident in nature you will be chasing up supplier quotes, liaising with event managers, actioning outcomes from meetings and you will be able to turn your hand to most things. High attention to detail, the ability to multi-task and high standards of work are all essential. You will be highly organised, adaptable and personable and enjoy working as part of a small and friendly team in a fast-paced environment.

Job Role:

- Supporting the Global Operations Manager with administrative tasks and project coordination.
- Liaising with all other key members of the Ravenswood Experiences Team to facilitate the smooth delivery of the on-site operations
- Owning and managing ad hoc projects
- Attending key meetings and ensuring actions are noted and followed
- Researching projects as required, for key items, suppliers and information

Key requirements:

- Previous event management experience
- Previous technical production experience is desirable
- Excellent organisational skills
- Time management and ability to prioritise key tasks
- Must have experience using Google Drive and the Google suite of applications including Sheets, Word, Google Meetings.
- Excellent communication skills, liaising with internal and external stakeholders.
- Attention to detail and able to work across multiple projects
- UK based but working across global projects

About you:

- Independent and able to use your initiative to problem solve.
- Resilient, with an ability to stay calm and operate under pressure.
- Dependable, honest, good sense of humour.
- Results driven, positive attitude and a team player.
- Able and willing to travel and stay away from home occasionally.
- Adaptable and enjoy variety.

For more details about the project please see our website:

www.hpforbiddenforestexperience.com

Article giving details on the project:

<https://blooloop.com/brands-ip/in-depth/harry-potter-a-forbidden-forest-experience/>

If you are interested in this role, please send your CV and Cover Letter to

staffing@ravenswoodexp.com

This role may be closed without notice due to the volume of applicants.