



Overlay 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.

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/>

Location:

Remote working with flexibility to travel for meetings with site visits during the event delivery phase to support operations by attending event sites. Office space is available in Stamford, Lincolnshire, but attendance at the office is not mandatory.

Working Hours:

Typically 09:00 – 17:00 or 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 a must, given transatlantic teams.

Responsible to:

The Overlay Coordinator will sit within the Management Team and report directly to the Production Manager/ Operations Manager, and Creative Executive Producer.

Day rate:

Upto £250 per day depending on experience

Overview:

The Overlay Coordinator role is pivotal to the success of the global delivery of Harry Potter: A Forbidden Forest Experience. The Overlay Coordinator will lead on the development and delivery of props, scenic dressing, signage (theatrical and wayfinding) and working with the prop houses and suppliers. You will provide support to the creative design teams, production teams, and operational teams during the design phase of multiple event sites. Further support will be required during the installation phase. Leading in the coordination of project elements with multiple department interfaces, you will provide robust and clear plans for

other departments to implement. A strong background in prop development or scenic design would be advantageous.

Job Role:

- Take ownership and responsibility for prop inventory and procurement as directed by the creative team.
- Liaise with internal and external teams and suppliers to ensure prop and scenic information is shared in a timely manner.
- Oversee and feed in to the Project Manager, all key timelines associated with the delivery of props. This will likely involve the creation of a simple Gantt chart to track timelines and progress.
- Working with the Operations Manager to ensure all details associated with global freighting is clear and developed against the master schedule. Props will be transported from Europe, China and America, so ensuring a focus on deadlines is essential.
- Provide detailed installation and maintenance guides for all props to assist the operational teams when on site.
- With an attention to detail, the Overlay Coordinator will work with Executive Producers in the creation and submission of documents and decks to the IP owners.
- Work with external suppliers to produce our signage plan for each event location. Working during the concept and design stages, and then ensuring suppliers support the local event manager in the installation of all signage on site.
- Taking on research projects as and when requested, the Overlay Coordinator will lead research within this area and provide detailed reports to the senior management team. This is likely to extend to new props and activations for sites.
- Coordinate and manage prop supplier meetings, with agendas, actions points, and outcomes sent in a timely manner.
- Developing excellent leadership, customer relations and communications skills to liaise effectively with all project stakeholders.

Key requirements:

- Must have experience using Google Drive and the Google suite of applications including Sheets, Word, Google Meetings. Attention to detail is essential in the preparation of company documentation.
- Previous experience in managing external suppliers for the creative or event industries.
- Previous experience in providing robust planning documents and managing external suppliers (remotely).
- Would suit a candidate with a background in props sourcing, scenic build design, theatre stage management, or experience in helping to coordinate large scale outdoor projects with multiple stakeholders.

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 and customer focussed with an interest in outdoor activities.
- Able and willing to travel and stay away from home frequently.

How to apply:

Please send your CV and Cover Letter to staffing@ravenswoodexp.com

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