JOB DESCRIPTION

Asset Controller / Hire Co-ordinator

Department:	Production
Reports to:	Production Asset Manager
Location:	Northumberland Office, North East England
Contract:	Full-time, Permanent
Working Hours:	Monday – Thursday 9:00am–5:00pm, Friday 9:00am–4:30pm

About Culture Creative

Culture Creative is a leading cultural programming and production management company based in North East England, operating across the UK and internationally. We specialise in producing site-specific work for arts, cultural, and outdoor events — delivering everything from illuminated winter experiences working with Sony Music, to music events, street theatre, and a wide variety of creative projects.

As we continue to grow, we are seeking a highly motivated Asset Controller / Hire Co-ordinator to join our Production Team. This is a pivotal role responsible for the daily operation of CCL's asset management system and the co-ordination of hires, supporting the smooth running of our expanding hire business.

Role Overview

The Asset Controller / Hire Co-ordinator will sit within the wider Production Team, reporting directly to the Production Asset Manager. You will take ownership of CCL's asset management system and hire operations, supporting the delivery of key tasks on a day-to-day basis at the warehouse. You will be responsible for overseeing and managing the company's long-term assets, ensuring their proper tracking, maintenance, and disposal — while also acting as the primary point of contact for hire clients.

This role involves safeguarding assets, implementing financial controls, maintaining accurate records across the full asset lifecycle, and driving the growth of the hire business.

Key Responsibilities

Hire Business Development

- Act as the main point of contact for all CCL hire enquiries and orders.
- Support the development and growth of CCL's hire business.
- Build and maintain strong relationships with hire clients and external stakeholders.

Asset Tracking and Monitoring

- Oversee the day-to-day operation of CCL's asset management system and hire processes.
- Track all company assets including their location, usage, condition, and maintenance schedules.

- Oversee the arrival of new assets into the warehouse, ensuring timely and accurate logging in the asset management system.
- Identify newly acquired equipment and ensure correct documentation is recorded on the asset system.

Financial Controls and Compliance

- Implement and maintain internal controls to safeguard company assets and ensure accurate financial reporting.
- Liaise with CCL's finance team on procurement, purchase orders, and hire invoicing.
- Maintain a database of external suppliers and develop relationships to ensure optimum value on purchases.
- Ensure compliance with relevant accounting standards, including IFRS where applicable.

Asset Lifecycle Management

- Manage the full asset lifecycle from acquisition, through operation and maintenance, to disposal.
- Work closely with the warehouse team to ensure seamless asset flow from acquisition to hire.
- Co-ordinate the return of items from hire and oversee necessary cleaning, maintenance, or repair.
- Assist the wider Production Team in procuring new stock where necessary.

Audits, Inspections, and Loss Prevention

- Conduct and support regular stock checks, audits, and physical inspections to verify asset presence and condition.
- Report any discrepancies or shortfalls within specified timeframes to the Production Asset Manager.
- Develop and implement strategies to safeguard assets from loss, theft, or misuse.

Data Accuracy and Systems

- Maintain accurate data entry and stock records within the asset management system.
- Build hire orders and picking lists using the asset system.
- Work with the Production Asset Manager and Producing Team to ensure content allocation systems are accurate and up to date.
- Collaborate with the Production Technical Project Manager to ensure all technical asset 'packages' are accurately recorded on CCL's asset management system.

Candidate Profile

The ideal candidate will bring a blend of operational experience and commercial awareness, including:

- Demonstrable experience in asset control, hire co-ordination, warehouse operations, or a related field.
- Strong working knowledge of asset management systems and inventory software.
- Understanding of the events industry and the technical/logistical requirements of large-scale projects is preferable but not essential.
- Proven ability to manage multiple projects in a fast-paced, time-critical environment.
- Client-facing experience with confidence in communicating with a wide range of stakeholders.
- Familiarity with financial controls, procurement processes, and supplier management.

Skills and Competencies

- Excellent organisational skills and a methodical approach to managing complex workloads.
- Strong analytical abilities with the capacity to process large volumes of information accurately and quickly.
- Effective communicator, comfortable working with internal teams, external partners, and clients.
- Highly motivated, with the initiative to work independently as well as collaboratively.
- Proficiency in Microsoft Office, particularly Excel, and experience with database or asset management platforms.
- Sound decision-making skills with strong attention to detail.

Working Arrangements

Core working hours are Monday to Thursday 9:00am–5:00pm and Friday 9:00am–4:30pm. However, during busy periods, hours and days may vary with time off in lieu offered at the discretion of the Head of Production. Flexibility around working hours is essential, and anti-social hours and weekends will be required at times.

This role may involve national travel to operational sites across the UK.

Who We're Looking For

Culture Creative operates worldwide. We have a small core team of permanent staff and employ a large number of contractors and freelancers each year to deliver our projects. We expect everyone at Culture Creative to share one thing in common: a deep passion for what they do.

If you thrive in a dynamic, creative environment and are excited by the opportunity to play a key role in a growing organisation, we want to hear from you.

How to Apply

To apply, please send your CV and a brief covering letter outlining your relevant experience and why you are interested in this role to jobs@culturecreative.co.uk

Culture Creative is an equal opportunities employer.