



JOB DESCRIPTION

Job Holder:

Job Title: Large Format Production Scheduler

Location: Slough

Reports To: Creative Director, EMEA

AVC Live Ltd a PSAV Company is an exciting and dynamic Technical Production Company working throughout the UK and Europe with a high profile client portfolio.

We are looking for an experienced production scheduler for our large format operations. The ideal candidate will have good communication skills and be proactive, hardworking and motivated.

Experience and skills required:

- Experience in large format print finishing processes - printing, mounting and laminating are essential
- Schedule all large format print
- Liaise with on-site managers and advise on their print requirements and pricing
- Good working knowledge of resolution, dpi and vector graphics
- Experience in updating and changing artwork
- Order large format materials to keep schedules running smoothly
- Communicate with their line manager, providing updates on production and any outstanding issues
- Liaise with installers when needed
- Identifying and eradicating extra costs where possible
- Flexible attitude to overtime

Software Requirements:

Microsoft Office
Adobe Indesign
Adobe Illustrator
Adobe Photoshop
MAC & PC

On applying please send your CV with your salary expectations and an up-to-date show reel to careerseurope@psav.com