



# Event Assistant

**Location:** Holyport, Maidenhead (travel to venues required)

**Pay:** £15 per hour + overtime available

**Job Type:** Part-time with additional hours available during busy periods

**Start Date:** End of April

## About Illumination Events

Illumination Events is a specialist event production and hire company delivering professional equipment and technical support for a wide range of events including weddings, private celebrations, corporate events and outdoor events.

Event equipment we supply and install includes:

- Lighting
- Sound
- Visual
- Staging
- LED Dance Floors
- and more

## Role Overview

We are looking for a reliable and motivated Event Assistant to join our team. The role combines warehouse preparation with on-site event installations and removals. You will assist with preparing equipment at our warehouse in Holyport, Maidenhead, and travel to venues to install and remove event equipment.

The role may involve working independently, with a partner or as part of a team depending on the event.



## Key Responsibilities

### Event Setup & Breakdown

- Loading and unloading vans with event equipment
- Driving company vehicles (LWB Sprinter and Luton sized vans) to venues
- Manual handling and the movement of event equipment.
- Setting up LED dance floors, staging and other equipment
- Packing down equipment safely after events

### Warehouse Duties

- Preparing equipment for upcoming events
- Testing lighting and audio equipment
- Cleaning dance floors and other equipment
- De-prepping equipment returning from events
- Packing vans for upcoming jobs
- Basic equipment maintenance and organisation

## Requirements

- Full clean UK driving licence (essential)
- Minimum age 24
- Ability to drive LWB Sprinter and Luton sized vans
- Reliable, organised and punctual
- Strong work ethic and willingness to work flexible hours
- Ability to adapt to changing schedules
- Comfortable working independently or within a team
- Physically capable of lifting event equipment including dance floors, staging and lighting

Training will be provided – previous event experience is not essential.



## Working Hours

Part-time position with additional hours available during busy periods depending on event schedules.

Weekend work is essential.

Flexible weekday availability required.

Typical shifts range from approximately 8 hours to full-day installs depending on event requirements.

## Pay & Benefits

- £15 per hour
- Overtime opportunities
- Branded company clothing provided
- Discounts on hire equipment for family and friends
- Opportunity to gain experience across a wide range of events
- Potential progression within the company into roles such as Event Technician or Crew Leader

## Application Screening Questions

To help us review applications efficiently, please include answers to the following questions when applying. Applications that do not include answers may not be considered.

1. Do you hold a full clean UK driving licence and are you confident driving LWB Sprinter or Luton sized vans?
2. Are you available to work weekends?
3. Are you able to reliably travel to our warehouse in Holyport, Maidenhead?
4. Are you comfortable lifting and installing event equipment such as dance floors, staging and lighting?
5. Why are you interested in working in the events industry?
6. Are you comfortable working weekends and unsocial able hours?



### **How to Apply**

Please send your CV and a short introduction along with answers to the screening questions to: [info@illuminationevents.co.uk](mailto:info@illuminationevents.co.uk)

### **Application Deadline**

Closing date: 15th April 2026

We reserve the right to close applications early.