

Clair Germany GmbH is one of Europe's leading providers of event technology. We work with renowned international touring acts and are also an experienced service partner for all areas of event and media technology. In addition, we deliver professional solutions for festivals, corporate events, and a wide range of other event formats.

To strengthen our team in Berlin, we are looking for a:

Road Staff Manager (m/f/x) (100%)

Your Responsibilities

- Scheduling and coordinating touring personnel, taking into account the requirements and preferences of our clients and Account Management teams
- Collecting, consolidating, and evaluating feedback from field staff and Account Management
- Developing and implementing quality standards in close cooperation with the person responsible for Quality Management
- Managing, maintaining, recruiting, and developing our touring personnel pool
- Reviewing and checking freelancer invoices
- Organizing and booking business travel, hotel accommodation, and other travel-related services
- Communicating and coordinating additional personnel costs with the relevant members of the Account Management team
- Working closely with and maintaining regular communication with the local scheduling teams in Switzerland and the United Kingdom

Your Profile

- Completed vocational training or equivalent qualification
- At least 3 years of professional experience, ideally with experience in the touring industry
- Experience in personnel scheduling is an advantage
- Excellent written and spoken German and English
- Flexible, resilient, well-organized, and reliable personality
- Confident user of standard Microsoft Office applications
- Strong service-oriented mindset
- Excellent organizational skills and a passion for communication, coordination, and teamwork
- Independent and solution-oriented approach to work

What We Offer

- A varied and diverse role in an exciting and unconventional industry
- A committed and passionate team that continuously strives to make the impossible possible
- Flexible working conditions and modern working-time models for a full-time position
- Exciting opportunities for professional development and further training in a dynamic environment
- A collegial, respectful, and appreciative working environment where people are at the heart of everything we do
- Individual training and development opportunities, because your personal and professional growth is important to us

Would you like to become part of our team?

Then we look forward to getting to know you. Apply to Vanessa Rösli at jobs@audiorentclair.com.