



PRODUCTION MANAGER | EVENT PRODUCTION

LOCATION: Wokingham, UK **SALARY:** £35,292 - £48,786 base (dependant on experience)

START DATE: Immediate **HOURS OF WORK:** 173 hours a month minimum

REPORTS TO: Operations Manager **RESPONSIBLE FOR:** Client engagement and other technicians when you are the designated lead staff member onsite.

Budget Responsibilities: N/A **Line Management:** N/A

SUMMARY

Due to our expansion and strong client base, there is now a fantastic opportunity to expand our team. We are looking for a Production Manager to work mainly out on site delivering our clients projects as well as event / production related duties in the office and warehouse as required.

THE COMPANY

We are a live event, production and equipment rental company who supply a wide range of technical services to the live events sector across the UK and overseas. The company is made up of a dedicated and knowledgeable existing team with a proactive attitude to problem solving. We utilise cutting edge, stage, light, sound, video, power and rigging equipment to bring our clients visions to life and create memorable events.

THE ROLE

You will be mainly working onsite in a client facing role and therefore expected to represent the Company in the best light at all times.

You will be expected to be flexible and adapt to the changing needs of the company as well as clients during their events.

As a Production Manager, you will be responsible for the co-ordinating and on-site delivery of client briefs and creative concepts, having an exceptional eye for detail and high level of understanding of our equipment, regular venues, clients and working practices.

You will be working closely with Technical Project Managers to ensure plans are produced detailing all aspects of the job to ensure efficient delivery of the project and all CDM documents are produced, accurate and followed onsite.

You will be the key contact for clients onsite and will be expected to oversee the delivery of the client project to the highest standard.

You will be expected to coordinate and manage on-site technicians, freelancers, agency staff and external contractors on projects.

- Hands on preparation of equipment - stage, light, sound, video, power and rigging
- Ensuring all equipment is kept clean and well presented.
- Ensuring workspaces are kept in a clean and orderly condition.
- General service, maintenance, and repair of equipment.
- Loading and unloading of vans and trucks.
- Site work both indoors and outdoors.



- Adhering to company Health and Safety policy.
- Maintain high customer service levels with the client on and off-site.
- Install and de-rig equipment as per the information provided by the Technical Project Managers and Sales Team.
- Attend weekly production meetings where your rota allows.
- You will be expected to coordinate and task set other Yes technicians, freelancers and agency staff accordingly.
- Maintain high customer service levels with the client onsite.
- Programming and operating equipment in line with the clients briefs and goals where required.
- Assist with training and development of all Yes Technicians.
- Help with technical solutions to issues raised by the Technical Project Managers or Sales Team.
- Keep up to date with new or emerging techniques or equipment usages, including undertaking training.
- Ability to work under pressure and to deadlines.

THE CANDIDATE

The successful candidate(s) must be able to work well in and lead a team, have demonstrable experience and general technical knowledge from within the events industry and with a specialism of co-ordination of in-house technicians, freelancers and external suppliers onsite. The successful candidate should also be prepared for continued development of their skills and have a flexible work ethic including working evenings & weekends. Experience of working with GrandMA or Avolites lighting desks or Yamaha Digital Sound desks is desirable but not essential.

Experience of the management and technical delivery of client projects such as conferences, outdoor staging / festivals, weddings, illuminated light trails and brand activations is essential.

A good working practice / knowledge of Health and Safety is essential and it's desirable to have a recognised Health and Safety qualification such as IOSH Managing Safely & a current First Aid at Work Certificate.

Knowledge of the use of HireHop asset management software is desirable but not essential.

Due to our motor vehicle insurance, our ideal candidate(s) will be aged over 21 with a full UK driving licence.

If you are looking to progress your career within this well-established company that can offer a great working environment, fantastic training opportunities and career progression then apply now!

BENEFITS

- Enrolment into the Company Pension scheme, if applicable
- Free onsite parking
- 28 days holiday including allowance in lieu of bank holidays
- 1 hour of paid break(s) per day
- Meals and accommodation provided when working on site and away from the warehouse
- Option to work additional paid overtime and accrue additional holiday at the discretion of your line manager

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The above is not an exhaustive list and you may be required to undertake other related duties required by the businesses.

Job descriptions and roles will be reviewed annually by the Company Leadership Team as part of our employee performance review process.