

**Job Title:** Production Manager (Live Events)

**Department:** Production

**Division:** Technical Services

**Based:** Hartlebury

**Reporting to:** Head of Production

## **PURPOSE**

- To manage, create and deliver creative production concepts contributing to the continued growth and profitability of the business and building our reputation of “anything possible”
- Leading onsite technical production teams and managing our onsite partners, whilst always ensuring that our high standards are delivered
- To collaborate with our internal teams to drive forward our production aspects of creative briefs for new and existing business opportunities for the company, working alongside content, design and digital teams

## **PRINCIPLE DUTIES**

- To lead, motivate, support and direct staff for whom you are responsible and ensure all staff are aware of, and are working in accordance with, current company policy and procedures and relevant Health and Safety legislation. Working in conjunction with our Health and Safety team, ensure that departmental and event related activities are risk assessed
- To work to a budget set by the client and ensure that all financial matters are managed in accordance with company policy and procedures and that departmental recharges are recorded accurately. Manage all areas of the technical budget reporting back to the relevant manager in charge of the event when necessary
- To ensure budgetary targets are met through the proactive management of staffing levels on an event by event basis. Minimise costs, where possible, whilst maintaining high standards of production values, health and safety and client satisfaction
- To ensure that adequate and appropriate technical support is provided in advance, during and following events
- To line-manage the team of technical staff, directing the work of permanent technicians, freelance partners and casual crew on a show by show basis
- To attend site visits and production meetings as required
- To assist in the costing and production of client proposals based on their briefs

- To act as client liaison when necessary and continue to maintain and build client relationships to a high standard
- Assess the technical requirements of future events to ensure compatibility with venues and to determine potential costs
- To work with other departments to determine requirements for events and to maximise income from these events
- To maintain high standards of production for all events
- To coordinate lighting, sound, video, set and staging, electrical infrastructure, communications and any other technical equipment necessary for events
- Complete reconciliation for all event spend including credit cards, fuel expenses, and weekend pay
- To attend Ops Meetings and team meetings as required
- To ensure that events are run in line with regulations pertaining to the Premises Licence. To liaise with licensing, safety and emergency services officials as required. To obtain special permissions where required (pyro's, lasers, radio mic licenses etc)
- To promote and comply with DRPG's policy on equal opportunities both in delivery of services and treatment of others
- Research of new technologies on the market to be incorporated into Live projects
- Any other duties as may be reasonably required

*This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.*

## **ROLE REQUIREMENTS**

- 5 years+ in technical delivery, working in either an agency or a production company
- Experience in a variety of types of events including conferences, concerts/evening events, hospitality experiences and consumer activations
- Streaming and broadcast knowledge
- Proven leadership and management skills, with experience of staff and crew management
- Knowledge of the production process and resource/timescales needed to realise production requirements
- Excellent all-round communication skills with good literary and numeracy
- Experience of professional stage machinery/electrics/sound/lighting communications and audio visual techniques.
- Proven ability to coordinate production aspects of live events effectively
- Knowledge of Health and Safety and Licensing Regulations

- Self-motivated and able to work on their own initiative, with an enthusiastic and flexible approach to their work
- Proven ability to deliver a high level of customer service to both internal and external customers. The ability to inspire confidence in those they work with
- Ability to read/interpret and create CAD drawings
- Budgeting and financial skills, and ideally knowledge of a budget management system
- Flexible approach to working hours
- Resourcefulness and ability to problem solve and trouble shoot

## CHARACTERISTICS

A methodical, practical problem solver combined with an imaginative approach, with a can-do attitude and a love for event production. A confident manager able to work calmly and effectively with a wide range of people, including artists, venue production staff and conference/event organisers. A flexible attitude and willingness to work as part of a team with an ability to handle several diverse projects at once and meet deadlines under pressure in a busy environment is essential. A proven track record in design realisation with a high attention to detail.

## OTHER REQUIREMENTS

- Current driving licence
- Able to travel throughout the UK and overseas
- Experience of Vector Works or AutoCAD software
- Experience of designing and drawing in both 2D and 3D

## DATA SECURITY

At all times you must work within the guidelines set out in the **DRPG** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so may be treated as gross misconduct.

## FURTHER NOTES

You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

***DRPG** is an equal opportunities employer.*