

Job Description

Events Production Manager

C £XXK DOE + Benefits

Location: East Midlands
Employment Type: Full Time

Summary:

We are seeking an experienced, passionate, dynamic, technical and meticulously organised Events Production Manager to work across our growing portfolio of multi-faceted regional, national and international events.

You will be working closely with our Project and Events Managers and in-house creative team as well as engaging with clients, from ideation to delivery.

You will be responsible for leading the creative planning, design, budgeting, production development and mandatory documentation of events, shows and stands, through to on-site delivery. You will be required to manage all technical and production aspects of projects and events to which you are assigned, aiming to exceed client expectations and ensure our contractual obligations are delivered on-time and within budget.

We are looking for someone with leadership skills, creative flair, confidence in dealing with businesses, industry organisations and corporate contacts at all levels and above all, experience in technical event production.

You will be very hands-on, able to multi-task with conflicting priorities, and demonstrate authority, industry knowledge and self-assurance in your planning, liaison and decision making.

We will provide you with the time, space, flexibility and support to deliver, develop and enjoy what you do!

Reporting Lines:

Reporting to: Managing Director

Responsibilities – Production Management:

- Effectively research, develop, schedule and deliver all technical aspects for the events and projects that you are allocated and responsible for.
- Full management of event creative design, development and strategy. Creation of event concepts in line with clients planned outcomes, branding requirements and attendee needs.
- Creating and maintaining documentation for all events / shows (contracts, RAMS, schedules, ESG reports).
- Preparing, booking and communicating schedules, requirements, execution plans and individual responsibilities to team members, suppliers and venue partners (including time directive management).
- Working together with all included in the event from concept to delivery including the creation of full event production schedules that can be used by all parties.
- Full supplier management, including quote generation, design management, equipment requirement and all aspects of event delivery.
- Full management and liaison with venues for install, technical requirements, event delivery and extraction (including any required negotiation).
- Producing and developing technical schematics and floor plans, including the use CAD software (or similar).
- Ability to create and design event technical plans, designs and specifications to the highest industry standard.
- Overseeing technical delivery on site from installation to get-out.
- Management of on-site personnel (local staff, temporary labour, promo staff, technicians etc.)
- Producing detailed cost forecasts and ensuring projects are delivered within budget.
- Client liaison, attending meetings and coordinating accordingly.

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Company Registration: 07148094 | VAT Number: GB256982752

- Introduction and management of carbon reporting for all delivered events.
- Travel requirements to event sites, venue scope visits, client meetings and event delivery.
- Ensure that the company's contractual responsibilities and obligations are delivered on-time and within budget
- Create bespoke quotations for projects/events in line with budget and ensuring that AE is competitive and seen as value for money
- Ensure that the companies equipment is kept to legal standard, tested and maintained to the highest standard
- Manage all related production supply and distribution channels and contracts as needed in line with the requirements of each event / project.
- Close liaison with the Project Management / Account Management team to ensure smooth facilitation & seamless client liaison and dual manage practical logistics.
- Development of asset management systems, for internal use and future external hire (including security of equipment management).

Responsibilities – general:

- Represent AE at client meetings, presentations and events as required.
- Actively promote the company and its activities across the array of stakeholders, business and networks to enhance brand profile and create new business opportunities and future prospects.
- Effectively lead, support guide and motivate peers and colleagues to help achieve overall business and personal success.

Essential Criteria:

- 5+ years' experience in a Creative Production / Production / Technical Management role or similar – ideally in a highly commercial environment.
- Exceptional organisational, scheduling, time and delivery/implementation skills.
- Diligent, results focused and driven.
- Ability to lead, whilst working with others as part of a team.
- Demonstrate a personal approach with creative thinking, intuition and flair.
- Ability to multitask with conflicting priorities and time pressures.
- Highly focused on 'detail'.
- Ability and willingness to travel across the UK and abroad as necessary
- Ability and willingness work flexibly as projects require including occasional overnight stays
- Meet our 'people persona' below

Thank you for your interest in Associate Events, we hope to meet you soon...

Associate Events Limited is committed to Equal Opportunity in employment and welcomes applications from all sections of the community.

No aspect, words or meanings contained within this Job Description / Advert form any part of a contract or guarantee of continued employment or associated terms between the company and the perspective employee.

/Contextualising the Job Description Above

/ About us

Formed in 2010, Associate Events (AE) is now a market leading events and marketing agency, that offers concept to delivery services in Events, Design Production and Marketing— our core pillars of delivery.

Under this suite of services, is a range of support services, including but not limited to, graphic design, social media management, venue sourcing, script writing, marketing, business development and visual design, event administration and technical delivery making Associate Events our clients' full-service agency.

/ Our People

People are our most valued asset. We believe in building a professional team of people with exceptional skills and experience who are dedicated to the success and growth of our business.

We want to select you because your attitude, background, experience, and professionalism will make you a vital player in this team and that you will be able to add great value to the progression of the company. We believe that are people persona is reflected in these words.

- Creative
- Dedicated
- Ambitious
- Results Focused
- Fun
- Professional
- Working to support both AE and our clients alike

We recognise that you will aspire to develop and grow in your role and in your career with Associate Events (AE). In this regard we monitor the progress of all team members, ensuring they are given the necessary training and development opportunities, whilst operating an open, transparent, and supportive dialogue with our team. We believe in providing a competitive remuneration package and in recognising and rewarding outstanding effort and performance.

We also know that successful teams will thrive when they have a modern, safe, clean, and efficient working environment supported by developing and quality systems. It is a fundamental AE aim to provide this facility.

/ Service Objectives

There are good reasons that our clients wish to use an agency like us. However, we measure our service delivery levels by checking we have met the following objectives:

- Exceeded the clients initial brief and their objectives?
- Enhanced their output beyond which they could have achieved themselves?
- Added value to the project and the client?
- Reduced 'Internal' pressures to allow our client to be free to focus on their vision and their own role?