

## Job Description

📷 Production\_78    📘 Production78    🏢 Production 78 Limited    🐦 @Tweeter78

### Events Production Manager

#### Job Specific Duties

- Provide event production management both in the office/unit and at our events.
- Contribute to & influence the production of detailed proposals for events (e.g. timelines, venues, suppliers, legal obligations, technical requirements, staffing and budgets).
- Manage the planning of events, layout designs, technical schematics, scheduling get-ins and get outs and other generic event production duties.
- Co-ordination of staffing requirements, bookings, contracts, schedules of engagement and staff briefings.
- Co-ordination of event activity including subcontractors, suppliers, handling client queries, trouble shooting in order to ensure that an event runs smoothly.
- Securing and booking of venues or locations for events.
- Manage and control of the storage unit & company resources, using the company system of stock management.
- Manage the preparation of equipment for day to day activity at events sites and dry hires.
- Management & practical delivery of events.

#### Managerial Duties

- Setting Direction
- Providing motivation & constructive feedback to staff
- Designing, developing & reviewing policies, procedures & systems of work
- Providing effective staff supervision
- Undertaking peer observations, appraisals & provide support to staff where required
- Delegating tasks
- Co-ordinating service delivery
- Reflecting on, reviewing & developing organisational practice
- Application of commercial judgement
- Reporting & administration
- Understanding of current trends and legal requirements
- Development, implementation and management of the company's legal health & safety obligations.
- Budget management

#### Core Duties

- Agreeing to, working with and reporting back on company and event budgets.
- Contributing to and researching business development opportunities and markets in order to grow the business.
- Operation of company finance procedures, managing event budgets, keeping within budgets and returning completed petty cash and credit card expenditure.
- Working alongside the team to achieve business sales targets as agreed with the board of directors.
- Assist with meeting potential clients in order to promote business sales as required.

Registered as a company in England & Wales No. 04316263; under the Data Protection Act 1998 No. Z8545846; VAT No. GB 790 5645 04.  
Is an accredited member of the Contractors Health & Safety Assessment Scheme; an accredited Living Wage Employer; a member of the Production Services and National Outdoor Events Associations; and a subscribing member of the British Standards Institution.  
We are also ISO9001:2015 Quality Management, ISO14001:2015 Environmental Management, and Cyber Essentials Certified.



- Working with the directors to ensure that insurance, legal, health and safety obligations, sustainability and other company policies are adhered to; including the completion of health and safety documentation where required to meet the requirements of our independent safety accreditation e.g. Event Plans and Risk Assessments.
- Contribution to post event evaluation (including data entry, analysis and producing reports for event stakeholders).
- Assist in the promotion and implementation of company systems of work and procedures to all staff working for the company, especially ISO9001 and ISO 14001.
- Deliver added value to every client of Production 78 Limited every time.
- Liaise with marketing and PR colleagues to maximise the promotion of our events.
- Any other duties as deemed reasonable and necessary by the Production 78 board of directors to meet the needs of the business.