

Person Specification

Events Production Manager

Job Title	Events Production Manager
Department/Location	Events Production, Bridgend (Address Above) Travel and working away from base required occasionally.
Line Management	Director Events
Spinal Pay Grade	10 to 16 (£33,563.16 to £37,588.60)
Basic Hours Per Week	Hours required to complete the role
Annual Leave	21 days (pro rata) plus bank holidays
Workplace Benefits	Workplace pension, mobile phone, use of company vehicle, free workplace parking, good public transport links

Knowledge & Experience	Essential 1. Professional management experience in an event production environment Desirable 2. Thorough understanding of professional systems of work including: ISO9001 & ISO14001
Skills & Abilities	Essential 3. Strong organisational & planning skill and capabilities in correctly using professional systems of work such as ISO9001 & ISO14001. 4. Strong communication skills and an understanding of the importance of its efficient use in the workplace and in managing a team behaviour. 5. Excellent computer and IT skills, and a good understanding of Microsoft Office applications & Auto CAD. 6. A proven track record in people management; to include the following: leadership, delegation, setting direction & feedback. 7. Clean Driving License. Desirable 8. Interpersonal skills including tact, diplomacy & the ability to see alternative points of view. 9. Good Spoken and Written Welsh Skills 10. Experience in Adobe Creative products & SketchUp

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Qualifications	Essential 11. Hold a formal qualification to a btec, graduate or post graduate level 12. C grade or higher in English and Maths GCSE Desirable 13. Hold a formal qualification in a Live Events related subject 14. Project management qualification or training
Job Related Personal Attributes	15. Approachable and professional manner including good standards of personal presentation 16. Calm under pressure and during busy workload periods 17. An eye for detail 18. Commitment to excellent customer service and not cut corners 19. Critical awareness and an ability/willingness to take part in a constructive de-brief process 20. Positive, pro-active and creative approach to problem solving

Physical Requirements	Regularly	Frequently	Occasionally
Sitting	Yes		
Standing		Yes	
Walking		Yes	
Climbing/Balancing		Yes	
Reaching – With Arms and Hands	Yes		
Stooping, Kneeling, Crouching, Crawling	Yes		
Talking	Yes		
Hearing	Yes		
Feeling/Touching	Yes		
Clear Sight	Yes		

Company Statement	Production 78 provides a specialist, efficient and dedicated creative events team to create high quality, smooth-running and unique events. Production 78 is Wales' leading Creative Event Agency, offering turnkey event solutions from corporate meetings and conferences, to exhibitions, awards and festivals. We create over 300 events every year for over 100 different clients in both the public and private sectors as well as our own events portfolio. We achieve this by following audited work systems and detailed company working procedural and safety policies. Production 78 Limited is: • An equal opportunities employer. • ISO9001 and ISO14001 accredited. • SSIP Accredited (Safety Systems In Procurement) • A member of the British Standard Institute (BSI)
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	• A member of the Production Services Associated (PSA) • A member of the National Outdoor Events Association (NOEA) • A National Living Wage Employer • Cyber Essentials Certified • Signed up to the Welsh Government Equality Pledge • Signed up to the Welsh Government Green Growth Pledge • Disability Confident Committed
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Applications	Applications should be made using the online application form https://www.production78.co.uk/about-us/application-form by the end of Sunday 12th July 2026 Should you require this form or any other paperwork in an alternative format please email iwantajob@production78.co.uk. Shortlisting will take place in the week commencing 13th July 2026 and candidates will be invited to an interview on Friday 24th July in person at our Bridgend office. Candidates will be interviewed by up to three members of the Production 78 Team. Offers will be made to the successful candidate, subject to satisfactory references.
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