

# Person Specification

Job Title	Events Production Manager (12-month Probation Period)
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 (£31,790.82 to £35,603.70)
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, company vehicle, free workplace parking, good public transport links

Knowledge & Experience	<p>Essential</p> <ul style="list-style-type: none"> <li>Professional management experience in an event production environment</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>Thorough understanding of professional systems of work including: ISO9001 &amp; ISO14001</li> </ul>
Skills & Abilities	<p>Essential</p> <ul style="list-style-type: none"> <li>Strong organisational &amp; planning skill and capabilities in correctly using professional systems of work such as ISO9001 &amp; ISO 14001.</li> <li>Strong communication skills and an understanding of the importance of its efficient use in the workplace.</li> <li>Excellent computer and IT skills and a good understanding of Microsoft Office applications &amp; Auto CAD</li> <li>A proven track record in people management; to include the following: leadership, delegation, setting direction &amp; feedback</li> <li>Driving License</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>Interpersonal skills including tact, diplomacy &amp; the ability to see alternative points of view</li> <li>Good Spoken and Written Welsh Skills</li> <li>Experience in Adobe Creative products &amp; SketchUp</li> </ul>

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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.



<b>Qualifications</b>	<p>Essential</p> <ul style="list-style-type: none"> <li>• Hold a formal qualification to a btec, graduate or post graduate level</li> <li>• C grade or higher in English and Maths GCSE</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Hold a formal qualification in a Live Events related subject</li> <li>• Project management qualification or training</li> </ul>
<b>Job Related Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Approachable and professional manner including good standards of personal presentation</li> <li>• Calm under pressure and during busy workload periods</li> <li>• An eye for detail</li> <li>• Commitment to excellent customer service and not cut corners</li> <li>• Critical awareness and an ability/willingness to take part in a constructive de-brief process</li> <li>• Positive, pro-active and creative approach to problem solving</li> </ul>

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		

<b>Company Statement</b>	<p>Production 78 provides a specialist, efficient and dedicated creative events team to create high quality, smooth-running and unique events.</p> <p>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.</p> <p>Production 78 Limited is:</p> <ul style="list-style-type: none"> <li>• An equal opportunities employer.</li> <li>• ISO9001 and ISO14001 accredited.</li> </ul>
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	<ul style="list-style-type: none"><li>• SSIP Accredited (Safety Systems In Procurement)</li><li>• A member of the British Standard Institute (BSI)</li><li>• A member of the Production Services Associated (PSA)</li><li>• A member of the National Outdoor Events Association (NOEA)</li><li>• Accredited under the UK Cyber Essentials Scheme</li><li>• A National Living Wage Employer</li></ul>
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<b>Applications</b>	<p>Applications should be made using the online application form <a href="https://www.production78.co.uk/about-us/application-form">https://www.production78.co.uk/about-us/application-form</a> by the end of Sunday 7<sup>th</sup> April 2024. Should you require this form or any other paperwork in an alternative format please email <a href="mailto:iwantajob@production78.co.uk">iwantajob@production78.co.uk</a>.</p> <p>Shortlisting will take place in the week commencing 8<sup>th</sup> April 2024 and candidates will be invited to an interview on Thursday 18<sup>th</sup> or Friday 19<sup>th</sup> April 2024 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.</p>
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