

**Job Title:** Event Production Lead

**Reporting to:** Senior Producer, Operations

**Location:** Within commutable distance of either our Norwich or Edinburgh offices with travel

**Salary Range:** On Application

## Job Description

**Background:** The role of Event Production Lead is a demanding and exciting role with frequent challenges which requires the individual to be able to work both autonomously and collaboratively. With a keen eye for detail, you will be able to keep projects to budget and timelines whilst maintaining the necessary margins. As part of a client facing team, you will help promote the services of Pb to our clients both existing and new. This role requires a talent for messaging and content development, a thorough appreciation of event production management issues relating to event delivery and possess excellent organisational and people management skills. An Event Production Lead needs to be an intelligent lateral thinker who is passionate about production and seeks to deliver outstanding projects, whilst constantly pushing the boundaries in terms of innovation and execution.

**Job Purpose:** To provide an exemplary, creative, and inspiring production delivery service to our clients pre, during and post event, leading and managing them through all aspects of their project while constantly striving for excellence. Promotion of the full breadth of Pb services to both our existing and new clients.

### Main Duties:

- Creatively interpret briefs from the client from inception to delivery for event solutions that deliver client outcomes whilst supporting and championing sustainability.
- Researching and identifying the most appropriate virtual platform, hybrid solution or live event environment required to meet event budget and objectives using your knowledge and expertise.
- Establishing on-going client liaison and regular client meetings. Keeping up to date with any specific clients Master Services Agreements, rate cards and reporting procedures
- Where required, working with the client to agree the event agenda, developing, and managing timelines, status reports and return on objectives.
- Taking full budget ownership, securing client approvals, and managing internal business margin targets.
- Facilitate and promote the flow of information throughout the project both internally and externally, with key project stakeholders.
- Creation and management of show content with the internal Creative, Digital and Technical Production teams or third parties where necessary, ensuring the clients message is delivered effectively.
- Project management and administration in line with our Business Management Procedures.
- On project delivery days fully manage all aspects of the event onsite, including the management of clients, speakers, and crew to ensure successful delivery of the project.
- Coordinating and managing post event internal review meetings and client debriefs.
- Responsible for the financial closure of an event by providing the finance team with the means to raise the final invoice i.e., purchase orders. Lead on the reconciliation process with all relevant project team members.
- To identify and generate new business opportunities for Pb with existing and new clients.
- Support with writing proposals, and creative input into client presentations, pitches, tenders etc
- Operate under, and further develop, ways of working to provide an exemplary service both internally and externally.

- Oversee the general management of health and safety where necessary and appropriate ensuring all staff and freelancers are aware of our health and safety requirements. Ensure that the appropriate Health & Safety documentation is in place.
- Be a proactive team member within Pb engaging professionally with internal staff whilst also acting as an ambassador for Pb externally.
- Carrying out additional duties where appropriate which may be allocated from time to time by Senior Management.

**All Production Bureau Limited employees are responsible for:**

- Working to the policies of Production Bureau Limited
- Promotion of equal opportunities and respecting diversity within all aspects of their work
- Complying with all Health and Safety regulations and promoting a safe working environment
- Carrying out additional duties which may be allocated from time to time by the Board of Directors

## Requirements

Essential Criteria = (E) Desirable Criteria = (D)

**Qualifications/Skills:**

Strong interpersonal and communications skills (E)

Excellent presentation skills to all level of clients (E)

Exceptional organisation, project management and documentation skills (E)

Excellent problem-solving skills (E)

Ability to prioritise, manage and deliver multiple projects and deadlines (E)

Efficient cost/budget management skills (E)

Proficient Microsoft skills including advanced level PowerPoint, MS Teams and Excel (E)

People Management skills (D)

Professional or degree level qualification in event, design, or technical discipline (D)

**Experience:**

Demonstrable knowledge of a variety of live event platforms such as vMix Call, Zoom, MS Teams etc (E)

Experience of producing corporate live, virtual and hybrid events (E)

Excellent overall event production knowledge, including show calling, graphic operation and experience on resolving technical and staging production issues (E)

Proven track record in client relationship management (E)

Experience and talent for messaging and content development (E)

Experience of working as part of a team both internally, with a freelance team, and other suppliers to deliver exceptional client experiences (E)

Experience of working in a pressured environment adhering to strict timelines and deadlines whilst still delivering great service (E)

Experience and awareness of Health & Safety requirements relating to Event management (E)

Pitching experience (D)

Technical 'know how' and experience in Broadcasting, Streaming and Green Screen studio set-ups (D)

**Attributes:**

Driving licence (E)

Flexibility to accommodate frequent and sometimes short notice travel within the UK and overseas (E)

Client focussed with a desire to deliver exceptional service (E)

Professional and personable individual with a positive 'Can do' attitude (E)

Ability to meet and respond to any challenges sometimes at short notice calmly and positively (E)

Creatively led with a desire to be innovative (E)

Commercially astute (E)

Self-motivated, enthusiastic individual with a good sense of humour (E)