

Event Production Manager

Employer: **Kings Place Music Foundation**
Date: **August 2021**
Department: **Production**
Responsible to: **Head of Production**
Responsible for: **Production Duty Managers**

Role Objective:

The Event Production Manager is responsible for the successful delivery of events and performances at Kings Place, specialising in the technical production of events and conferences. The role liaises with, supports and advises our internal agent Kings Place Events (KPE) in the production of market leading and commercially viable events, delivering technical excellence throughout. The Event Production Manager works with KPE on the development, liaison and management of all Kings Place clients with focus on creatively consulting in production, technical feasibility and logistics.

Although the Event Production Manager specialises in corporate production, this role also requires flexibility to deliver and manage the artistic programme of events when required. The role collates and raises information relating to all conferences and events at Kings Place, interpreting and realising clients', curators' and artists' visions, ensuring events are delivered to the highest technical standards, on-time and within agreed budgets. As a budget holder the role is responsible for the up sell of technical services and equipment provided by KPMF and KPE.

Conference/Performance Production

- In collaboration with Kings Place Events (KPE), liaising with clients to understand and interpret their vision
- Advising and assisting clients, curators and artists with all elements of technical production
- Designing and delivering production solutions to meet requirements
- Marketing and up selling of all technical production packages to guarantee revenue targets are met
- Liaising with external production companies as and when required
- Recording and disseminating all technical specification / information to each specialist technical area
- Preparing all technical quotations within agreed timeframes
- Managing the technical requirements for multiple concurrent events
- Preparing production schedules and ensuring delivery on-time and within budget
- Drawing up all risk assessments and method statements
- Ensuring all events are compliant with health and safety, fire regulations and are in line with UK law
- Liaising with the Technical Team to book resource, staff and equipment
- On site management of the duty staff to deliver client requirements
- Ensuring that the terms of the building's license conditions are upheld

Staff Training and Development

- Work with and motivate staff, cross-departmentally, in order to deliver market leading services
- Assisting with the recruitment and training and development of the Production team
- Creating content for and presenting staff training sessions

Communication

- Acting as the main point of contact for KPE regarding any technical or production enquiry
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- Taking clients' initial production briefs from vision to successful delivery, in full liaison with KPE
- Communicating with curators and artists about their production requirements
- Liaising and working with all internal departments, including Sound, AV, LX, Stage, Programming, Front of House, Box Office, Marketing, Finance and Catering and Hospitality departments
- Maintaining, managing and developing supplier contacts and stakeholder relationships

Administration

- On behalf of Kings Place Events write and present technical and staffing proposals and quotations to clients
- Writing and enforcing all internal procedures related to the department
- Developing all health and safety, fire regulation, risk assessments, method statements in line with UK
- In conjunction with KPE, prepare and write technical proposals for clients
- Supporting the Head of Production in monitoring and performance managing the departments budget

Additional duties

- Assisting the Head of Production as and when require
- Developing new business, creating and proposing new production services
- Benchmarking Kings Place production offer against competitors
- Assisting other technical departments as and when required
- Attending weekly production meetings
- Chairing daily KPE and KPMF production meetings, as and when required
- Conforming to all KPMF policies and procedures.
- Undertaking any other duties as required as appropriate to the grade and role of the post
- Responding to and managing enquiries relating to private hire of the venue

Essential requirements:

- Suitable strong experience in technical event production
- Exceptional production and project management experience
- Strong sales experience and demonstrable commercial focus
- Experience of creating and managing budgets
- Excellent knowledge of production techniques and technical equipment used in a variety of specialist fields including lighting, sound, AV and stage management
- Experience of managing a multi-skilled team within a diverse events environment
- Excellent communication, client and artist liaison
- Exceptional interpersonal skills
- Excellent problem solving skills, initiative, diplomacy and sensitivity
- Strong understanding of the artistic, performance, creative and educational requirements for music venues
- Ability to manage short and long term tasks simultaneously under pressure
- Ability to work flexible hours as and when required which may involve weekends, evenings and early mornings
- Proven track record of managing senior level client relationships and demanding technical events
- Knowledge of all relevant current UK legislation including Health and Safety and Employment Law

Desirable:

- Experience of Artifax / central event management system
 - Specific conference and corporate event production experience
 - Experience in technical, event and venue sales
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KINGS PLACE
