



WISE PRODUCTIONS

Job Description – Production Designer

About the Company:

Wise Productions is a creative technical Production Company. The expert project managers, technicians and designers deliver a tailor made service of lighting, sound, video, staging and set design for events in London's most unique venues (museums, palaces and galleries) and beyond.

The Company is made up of 28 full-time event professionals. They are a friendly and sociable team with a professional and attentive approach towards their clients and venues.

This is an exciting opportunity to join a successful high-end Production Company to work on a huge range of exciting and creative projects in London's most prestigious and beautiful venues. The Company believes strongly in personal development and training, and the successful candidate will be supported and mentored to enable progression within the company.

Purpose of the role:

Wise Productions is currently looking for a Production Designer with comprehensive knowledge of set and staging design and genuine interest event design and production to join the operations team. The successful candidate will work closely with the senior Production Managers, Creative Director and sales team to meet the needs of our clients and accredited venues ensuring that we deliver excellence for every project.

The Company is looking for a bright, self-motivated and confident individual who enjoys working as part of a team, has strong knowledge and experience working with software like AutoCAD, Vectorworks or SketchUp, also Photoshop/illustrator.

Main responsibilities:

- Designing and preparing CAD designs for the set and staging department.
- Managing crew during evening/weekend installations/derigs.
- Working with the sales team to cost up designs during the quoting process.
- Writing Kitlists and preparing CAD plans for lighting, staging and sound layouts.
- Producing CAD table and layout plans to send to clients/venues.
- Liaising with the workshop, warehouse and suppliers to design and implement bespoke elements.
- Going to site meeting with the Sales team to gather operational information.
- Liaising with operation department in regards to crew levels, timings and transport.
- Attending weekly operations meeting
- Sub hiring extra equipment, writing and sending PO.
- Managing client content for artwork and producing artwork for branding
- Managing the loading and unloading of vehicles onsite.
- Maintaining and overseeing a high level of H&S and good working practice.



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Person Specification:

Experience:

Essential At least one/two years' experience in the event/theatre industry or other relevant production work.
Experience with AutoCAD software.

Desirable Previous experience in a similar position with an event production company.
Managing onsite crew.
Working within the Unique Venues of London.

Skills and Abilities:

Essential Knowledge of basic set and staging construction, and design.
A good working knowledge of other aspects of event production, rigging and staging.
Good computer skills.
Design experience using CAD and good knowledge of available materials and their potential

Desirable Experience of Hire Track or other inventory management/rental software.
Driving Vans.

Qualifications:

Essential None

Desirable IPAF Licence
First Aid at Work qualification.
Full clean driving license.

Disposition and Attitude:

Essential Ability to work as part of a team, and under pressure.
Able to work on own initiative.
Efficient time management with ability to work to strict deadlines.
Positive and flexible approach to problem solving.
Willingness to work unsociable hours/weekends when required.

What we offer:

- £25k-32K basic salary per annum depending on experience.
- 37.5 hours per week.
- Generous overtime for out-of-hours and on-site work.
- 28 days annual leave inclusive of Bank Holidays.
- Additional annual leave linked to length of service.
- Development and training opportunities to enable progression within the company.
- Contributory pension scheme.

Hours of work:

Wise Productions' premises are located at Perivale Park, which is 3 minutes' walk from Perivale Station (Central Line). This role involves both time in the warehouse and working off-site at venues for events.

Normal working hours are 9.30am-5.30pm, Monday-Friday with events taking place during the evening and at weekends. During busy periods, work outside of normal hours will be required and often on short notice.

To apply, please send a copy of your CV and a covering letter to recruitment@wiseproductions.co.uk