



Head of Production

Wise Productions / West London / £45,000-£52,000 per annum (dependent on experience)

The role:

Wise Productions is seeking an experienced event production specialist to provide leadership to our team of Production Managers and ensure perfect delivery and safe working practices are at the heart of our offering. As a member of the Senior Management Team, the postholder will possess the ability to lead and inspire the team to deliver an exceptional level of service to both our clients and partner venues.

With an advanced level of technical knowledge across all production disciplines, you will be as comfortable reviewing a complex rigging plan as you are planning lighting power distribution in a Grade 1 listed historic venue. With over 250 projects being delivered each year, you will design and implement robust systems to ensure each one is planned meticulously and delivered to the high standards the company expects. Most importantly, you will possess operational responsibility for the company's Health and Safety policies, processes and associated training regimes in close liaison with the Board of Directors.

You will also have a keen eye for logistics and military-style planning and ensure our team of crew and transport coordinators have resourced each project correctly, especially in unique and historic venues where the time available for installation and de-rig is limited. You will also ensure our team of freelance technicians have everything they need to excel on site and deliver perfection for our clients and partner venues.

Whilst the focus of the role will be the effective management of the Production Department, you will also support Project Managers and the Head of Creative in pitching for business and you be the production lead on key client projects.

About the Company:

Wise Productions is a creative technical production company. Our 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, as well as cutting-edge digital events using pioneering virtual production and green screen broadcast solutions.

This is an exciting opportunity to join a successful high-end production company to work on a 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.

Key responsibilities

- Provide effective management, mentoring and development of the Production Team.
- Take ownership of the company's Production Management processes, ensuring quality, service and safety are embedded into every stage of the production workflow and our on-site working practices.
- Support Project Teams with technical production design and solution-finding for complex projects.
- Maintain a broad overview of all projects, ensuring capacity and resources are being managed effectively.
- Maintain effective internal communication between the Production Team and Technical Department Managers to ensure equipment and warehouse resources are identified for each project and sub-hire requirements or pinch-points are identified in good time.
- Prepare RAMS for key projects and ensure appropriate systems are in place to maintain H&S oversight on all projects.
- Manage H&S databases and ensure all key documentation is kept up-to-date.
- Act as lead Production Manager on select key projects

Essential skills:

- Significant experience of production management on complex technical and creative projects in a variety of venues.
- Advanced technical knowledge across all major production disciplines (lighting, sound, video, rigging, power, set & staging).
- Ability to lead, support and mentor a busy team of event production professionals.
- Understanding of quality management systems and how they can be embedded in project management processes.

- Minimum NEBOSH level H&S qualification and experience of producing RAMS for complex event productions, with detailed understanding of CDM2015 regulations and their relevance in complex event production.

Desirable skills

- BS7909 Qualification
- National Rigging Certificate Level 2 or 3 or equivalent
- Knowledge and experience of producing events in Unique Venues of London

Place and hours of work:

Wise Productions has a hybrid approach to working arrangements. This role involves time in the office, working from home and working on-site at venues for site meetings and events.

Normal working hours are 9.30am-5.30pm, Monday-Friday with events taking place during the evening and at weekends. The company supports colleagues with requests for flexible working arrangements subject to the needs of the business.

What we offer:

- £45,000-£52,000 per annum depending on experience
- 37.5 hours per week
- Paid overtime or time off in lieu
- 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
- Pension scheme

Application details:

Please send a covering letter stating why you want to work for Wise Productions and why you would be suitable for the position, along with a copy of your CV to recruitment@wiseproductions.co.uk

Closing date for applications: Wednesday 30th June 2021, 5.00pm.