



## Production Manager

West London / £38,000-£42,000 per annum + overtime (dependent on experience)

### The role:

Wise Productions is seeking an experienced technical production manager to join the team and deliver exceptional events in London's most unique and historic venues.

With a solid level of technical knowledge across all production disciplines, you will work in tandem with our Project Managers to provide exceptional production management support to a wide range of projects. In close liaison with relevant colleagues in the Technical Department, you will maintain an overview of all the technical disciplines working on each project, prepare technical plans for the teams to work from, plan crewing levels, develop production schedules and ensure all logistical considerations have been considered. You will also ensure any solutions devised by the technical departments are compliant with the venue's rule and regulations. Most importantly, when on-site you will possess operational responsibility for ensuring the company's Health and Safety policies, processes and approved methods of work are being followed by all crew and subcontractors.

You will 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.

### 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 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

- Working closely with the team of Project Managers, Creative and Technical departments to analyse client briefs and propose innovative and elegant technical production designs.
- Attending site meeting with a Project Manager to gather operational information, meet the client and other suppliers.
- Preparing CAD/Vectorworks plans for technical departments to work from and reviewing their additions to ensure compliance with venue rules and operational constraints.
- Maintain the production masterplan to ensure all departments have contributed required information in line with the timescales set out in the critical path.
- Liaise closely with the technical departments to ensure that their on-site requirements in terms of trucking space, power supplies, cable runs, empty case storage, control positions/hides and rigging have been factored into the overall production plan and solutions agreed.
- Contact all subcontractors engaged by the technical departments to obtain crewing information, vehicle details and health & safety documentation and pass to the Crew & Logistics team.
- Prepare the on-site production schedule and distribute to all departments, subcontractors and crew in advance of the installation.
- Conduct the on-site crew H&S briefing and ensure all departments have the required personnel, equipment and tools on site prior to the installation commencing.
- Ensure all on-site crew are appropriately dressed and wearing the required PPE prior to the installation commencing.
- Ensure appropriate levels of supervision for vehicle access, banksman, loading and unloading of vehicles onsite to ensure company and venue procedures are adhered to at all time.
- Maintain oversight of the production installation, ensuring appropriate focus of supervision is given to high-risk activities and published Company method statements and safe systems of work are being adhered to by all crew.
- Ensure a full handover has been conducted with the Project Manager and Crew Chief prior to departing site.

**Essential skills:**

- Experience of production management on complex technical and creative projects in a variety of venues.
- Well-organised with an ability to prioritise work in a deadline-driven environment
- Strong communication skills to ensure information flows efficiently between departments and project critical path is maintained.
- Client-facing manner with ability to communicate effectively with a wide variety of event stakeholders.
- Ability to problem-solve quickly, adapt and effectively communicate changes on site when circumstances require.
- Experience of working in unique and historic venues and understanding of their operational sensitivities
- Good technical knowledge across all major production disciplines (lighting, sound, video, rigging, power, set & staging).
- Confident user of AutoCAD or Vectorworks
- Confident user of Microsoft applications (Outlook, Excel, Teams)
- Ability to review client briefs and propose creative and innovative production solutions.

**Desirable skills**

- Relevant Health & Safety Qualification (NEBOSH / IOSH Managing Safely)
- BS7909 Qualification
- National Rigging Certificate Level 2 or 3 or equivalent
- First Aid at Work
- Knowledge and experience of producing events in Unique Venues of London
- Knowledge of Hirehop software

**Place and hours of work:**

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:**

- £38,000-£42,000 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