



Project Manager – Live Event Production

West London / Total package of £52,000-£56,000 OTE.

The role:

Wise Productions is seeking an experienced Event Producer / Project Manager to join our team and deliver high-end creative productions in London's most unique and historic venues. Whilst some technical/event production knowledge would be advantageous, primarily this role is about exceptional customer service, diligent budgeting, solid project management and effective communication with the rest of our team.

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.

Main responsibilities:

- Take the initial brief from a prospect client and be key point-of-contact throughout process
- Brief internal teams (Creative, Technical, Production) to develop creative designs and accurate costings
- Present proposals to clients confidently to convert business and maximise opportunities
- Manage the overall design concept in close liaison with the Creative Department
- Meet clients on site and walk through the event
- Maintain strong relationships with our accredited venues and other suppliers
- Ensure client collateral is received in good time and passed to relevant technical teams
- Prepare production schedule/event running orders and brief technical department leads / operators
- Oversee the event installation & live event delivery to ensure all our teams provide exceptional service
- Ensure costs are monitored throughout the pre-production process and target margins achieved
- Ensure all contracts/invoices are issued to the client in good time
- Attend industry networking / venue promotional events

Essential skills:

- A minimum of 3 years live event industry experience – preferably from an agency, technical/creative production or venue role.
- Solid understanding of main technical event production disciplines (lighting, sound, video, scenic)
- Strong attention to detail and ability to manage complex projects simultaneously
- Financial understanding of budgeting, profit margins and cost control
- Ability to motivate, support and understand different individuals and teams
- Excellent written and verbal communication

- Exceptional organisation and time management skills
- Calm under pressure
- Ability to work in a fast-paced environment
- Confidence in dealing with and presenting to a wide range of clients, including C-suite level stakeholders and high-net-worth individuals.
- Flexibility and adaptability
- Willingness to attend evening networking events

Desirable skills:

- Experience of producing virtual events
- Experience of producing events in the Unique Venues of London

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:

- £34,000-£38,000 per annum basic salary depending on experience
- Uncapped monthly commission, annual bonus and paid overtime – total package of £52,000-£56,000 OTE.
- 37.5 hours per week
- 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