



Project Manager (Virtual Events) – Event Production

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

The role:

Wise Productions is seeking an experienced Virtual Event Producer to join the team to support growing demand for virtual and hybrid events. The post holder will support our clients' projects with a particular focus on brand, messaging, content development and technical delivery.

The post holder will develop a client brief into a robust and competitive pitch, drawing on our internal Creative Department to ensure elements such as set design, graphics/animations, platform design and other content reflects the client's brand and key messaging. The role will then take overall responsibility for the end-to-end production of the broadcast, maintaining close liaison with our technical departments and external partners to ensure all production elements are planned and executed seamlessly.

This would suit a bright, self-motivated and organised individual with significant experience of delivering both live and virtual projects for high-value clients.

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, often working 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
- Understand the client's business and brand to effectively shape event messaging, agenda and content, both for individual events as well as brand campaigns
- Present proposals to clients confidently to convert business and maximise opportunities
- Manage the overall production/set design concept in close liaison with the Creative Department
- Manage the content and creative development process with graphic and video design teams
- 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 broadcast installation, rehearsals & 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:

- Significant experience of producing complex virtual events in professional studio environments.
- Solid understanding of the main event production disciplines relevant to virtual event production (lighting, sound, cameras, graphics, set/scenic)
- Knowledgeable of the differences and limitations of various virtual event platforms
- 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:

- Video editing/motion graphic design

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