



Production Manager/Senior Production Manager, £37k to £50k per annum + overtime & benefits

Company: Wise Productions (UK) Ltd

Location: London, United Kingdom (hybrid)

Hours: 9:30-5:30pm, Monday to Friday

Who We Are

Wise Productions is an **employee-owned** creative events production company based in West London, with a talented team of over 60 Co-Owners. With a longstanding commitment to innovation, excellence, and a client-centric approach, we pride ourselves on delivering unforgettable event experiences in the UK's most beautiful venues.

Our core values of **enthusiasm, dependability, collaboration**, and a **client-first** mentality are at the heart of everything we do, and our recruitment process is designed to zero-in on candidates who truly share these core values. For the right person, this is an exciting opportunity to join a highly regarded event production company, and be part of our future success as we leverage our employee-ownership model to drive further growth.

Position Overview

Wise Productions is seeking an experienced production manager, or talented technician ready to take the next step, 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 Production and Technical Departments, you will maintain an overview of all the technical disciplines working on each project, prepare technical plans for the teams to work from, set 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 rules 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 Operations Team 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.

Contact Details

www.wiseproductions.co.uk
+44 (0)20 8991 6922
events@wiseproductions.co.uk

Office Address

Unit 7 SEGRO Park Perivale,
Horsenden Lane South,
Perivale, Middlesex, UB6 7RH

Key Accountabilities

- Preparation and oversight of production schedules, health and safety RAMS, compliance planning and general kit listing
- Producing floorplans and technical drawings
- Cross-discipline rigging, power and production planning
- Logistical planning of crew and transport requirements
- Supplier and sub-contractor management
- Onsite management of all production elements

Day-to-Day Responsibilities

- Collaborate with Project Managers, Creative, and Technical teams to develop and deliver event production designs.
- Lead pre-production planning, ensuring seamless coordination across all teams.
- Attend site meetings to gather operational details, meet clients, and liaise with suppliers.
- Prepare and review CAD plans, ensuring compliance with venue regulations.
- Maintain and manage the production masterplan, coordinating inputs from all departments.
- Oversee logistical planning, including trucking, power, storage, and crew requirements.
- Manage subcontractor engagement, ensuring necessary documentation is provided.
- Prepare and distribute job-specific RAMS and on-site production schedules.
- Conduct on-site H&S briefings and supervise installations, ensuring adherence to safety protocols.
- Maintain oversight of on-site production, supervising high-risk activities and ensuring compliance with best practices.
- Act as lead Production Manager on complex events, delegating responsibilities as required.
- Support and mentor junior production managers.

Who are you?

Essential skills:

- Experience of production management in a variety of venues.
- Experience of working in unique and historic venues and understanding of their operational sensitivities.
- Well-organised with an ability to prioritise work in a deadline-driven environment.
- Strong communication skills to ensure information flows efficiently between departments and the Wise Production Process critical path is maintained.
- Client-facing manner with ability to communicate effectively with a wide variety of event stakeholders.

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- Ability to problem-solve quickly, adapt and effectively communicate changes on site when circumstances require.
- Strong technical knowledge across all major production disciplines (lighting, sound, video, rigging, power, set & staging).
- Experienced user of Microsoft applications (Outlook, Excel, Teams).
- Experienced user of Vectorworks.
- Ability to review client briefs and propose creative and innovative production solutions.
- Health and Safety Qualification (NEBOSH General Certificate/ IOSH Managing Safely).

Desirable skills and qualifications:

- BS7909 or other recognised Electrical Qualification
- IPAF 3a & 3b
- National Rigging Certificate Level 2 or 3
- First Aid at Work
- Knowledge of Hirehop equipment rental software
- Knowledge and experience of working in Unique Venues of London
- Experience of delivering international and hybrid events

Interested? We'd love to hear from you! The closing date for this role is 24th March 2025

Wise Productions is proud to be an equal opportunities workplace and supports requests for flexible working arrangements subject to the needs of the business. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, origin, sexual orientation, age, disability, marital status, or gender identity.

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