



JOB TITLE: CREATIVE LEAD

Company: Wise Productions (UK) Ltd

Location: London, United Kingdom (hybrid)

Hours: 9:30-5:30pm, Monday to Friday with events taking place on evenings and weekends

Salary: From £55k per annum (dependant on experience) + overtime & benefits

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

At Wise Productions our design team, work alongside Project Managers and Production Managers to see a project from conception to delivery, therefore we are looking for a multi-disciplinary Creative Production Design Lead, with a passion for the creative process and the ability to work collaboratively alongside a variety of disciplines.

The candidate will need extensive experience in live event production, demonstrate design acumen and relish the opportunity to work across a mixture of corporate and private event briefs.

KEY ACCOUNTABILITES

- Developing briefs for complex multi-disciplinary events with clear and engaging communication of designs.
- Collaborating with and advising other departments on the budgets, planning and delivery of these projects.
- Briefing and managing external subcontractors and suppliers
- Preparing and overseeing event graphics
- Ensuring client retention with creative excellence throughout the process
- Training and mentoring production designers
- Supporting our marketing and new business function

DAY-TO-DAY RESPONSIBILTIES

- Attending client facing meetings and confidently advising on creative solutions which keep in mind any budget, timeframe and site-specific restrictions.
- Carrying out thorough site surveys and researching venues to better qualify the project scope of work, on large multi-space sites.
- Creating floor plans that communicate the guest journey and event layout, including other technical disciplines and event requirements.
- Curating clear and inspiring mood boards which portray the interpretation of the brief and promote exciting and elevated ideas.
- Producing engaging visuals which convey designs and creative ideas, either using CAD software or hand drawn illustrations.

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



- Assisting and advising on budget proposals, by obtaining accurate quotes from internal departments and external suppliers.
- Sourcing, briefing and managing subcontractors in the production of designs.
- Collaborating with the operation teams to ensure all services are scheduled seamlessly on site.
- Researching specialist materials, suppliers and construction methods to create innovative and unique designs.
- Creating technical drawings to ensure bespoke builds are constructed as per the design and to client's expectations.
- Designing and formatting artwork for events and managing the delivery of all graphics with complete accuracy on projects with multiple & complex graphic requirements.
- Keeping an overview of the project as a whole, to ensure creative excellence on every aspect.
- Fulfilling the role of a production manager on site for design heavy projects.
- Promoting Wise culture and values throughout every aspect of the job
- Assisting with venue tenders and attending promotional events
- Attending new business meetings and presenting at pitch meetings.
- Support & mentor junior members of staff within the Creative team.

WHO ARE YOU?

- Foundation or bachelor's degree in a design related field.
- At least 6 years of experience working within the event production industry.
- Experience with CAD is essential, we use Vectorworks (training to move on to Vectorworks will be provided if required)
- Able to produce engaging visuals, through CAD software and/or hand sketching.
- Confident user of Adobe Suite, in particular Illustrator & Photoshop.
- Proficient in Microsoft Office, including Word, Excel and Outlook.
- Advanced knowledge and understanding of construction methods and technical event production.
- Unfazed by unpredictable workload and changing demands within a client facing environment.
- Exemplary communication, collaborative and organisational skills and the ability to mentor others.
- Confident, personable, positive attitude.
- A proactive and creative problem solver with an exceptional eye for detail
- A clear passion for design and spatial planning in relation to creating experiences.
- Demonstratable experience presenting and pitching designs.
- Confident at building lasting friendly and professional client relationships.

To find out about our company benefits please view the last page.

Interested? We'd love to hear from you! The closing date for this role is **Friday 10th January 2025**.

Please address your applications to Jenny Woollard – recruitment@wiseproductions.co.uk

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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