Production Manager Job Description

Job Title: Production Manager  
Department: Event Productions  
Job Type: Regular Full Time  
Classification: Exempt

JOB SUMMARY
Primary responsibilities include planning and executing events, with an expertise in implementing the overall creative, technical and logistical elements that help an event succeed (event design, build strategies, audio-visual production, networking, logistics, partner sourcing, partner management, asset management, budgeting, negotiation, and client service). Working alongside the Account Managers and Director of Event Production, this person will spend the majority of their time managing all aspects of the event production process. Production Managers and their teams run the event from concepts, to implementation, to live show, to load out. Production Managers may also be involved in more than just the planning and execution of the event, but also brand building, marketing and the overall communication strategy of the client. The Production Manager is responsible for working effectively with both client and internal teams to flawlessly deliver event programs that drive client results against established strategic objectives, timelines and financial goals. The Production Manager should thrive under pressure, enjoy travel, and have a passion for event production and logistics.

JOB RELATIONSHIPS
- Reports To: Director of Event Productions  
- Indirectly Reports To: Account Executives, Director of Sales & Marketing  
- Direct Reports: no  
- Hiring Authority: Yes

ESSENTIAL DUTIES & RESPONSIBILITIES
- Oversee resources to proactively ensure high quality service delivery while striving for continuous improvement.  
- Responsible for following department protocols for event planning  
- Establish a project plan for each portion of implementation and holding internal and external partners accountable  
- Work with the AVT Productions internal team, warehouse and external vendors in ensuring that all logistical needs for the event are understood and met.  
- Train and develop future Production Managers  
- Identify necessary vendor / partner support, and then source and manage accordingly  
- Liaise with audio-visual partners with sourcing all needs and ensuring that they are appropriately incorporated into the overall event  
- Assist with payments and processing  
- Track budget costs throughout the course of project and communicate scope changes that effect budget to the account team in a clear manner to Account Director  
- Understands profit margins and effectively meets or exceeds them  
- Correspond with site management/ownership  
- Onsite main point of contact for all aspects of production
• Utilize strong internal partnership skills while working cross-functionally with the Sales, Business Development, Finance, Creative and other internal teams in order to ensure that the project is implemented with internal stakeholders as required, and that client vision and satisfaction is met.

• Exhibit exceptional written and verbal communication skills with superb attention to detail.

• Work very closely with Account Manager in managing of the project budget, keeping track of expenses and updating the team on costs so that they are able to be communicated to the client as needed.

• Ongoing reconciliation of all project expenses, including ensuring vendor invoices are accurate and paid, and client invoices reflect all approved event expenses.

• Provide solutions for presentation needs occasionally under high-pressure circumstances.

• Provide immediate response to requests for assistance to events in progress.

• Responsible for the quality of service delivered by part time A/V Techs and union labor.

• Manage part time AV techs and union employees show assignments and duties.

• Responsible for ongoing coaching and development of staff and timely performance management feedback.

• All other duties as assigned.

QUALIFICATIONS

• 5+ years’ experience managing and directing corporate special events.

• Working with budgets with multiple levels.

• Effectively managing and executing against $500k on budgets.

• Demonstrate an extreme high level of knowledge in large-scale corporate special events and productions.

• Auto CAD & Vector Works design skill and experience.

• Educated on the latest event technologies, with the ability to weave these into event experience seamlessly.

• Experience in managing labor crews of 20 or more people.

• Strong production competencies.

• Well-developed project management skills.

• Eye for detail and maniacal attention to delivering high quality, error-free deliverables.

• Anticipates project needs and proactively delivers.

• Builds solid and reciprocal relationships with designated client contacts and vendors.

• Fosters trust and open/honest communication with the internal team and partners.

• Gathers and analyzes program data to identify opportunities and make recommendations on strategy.

• Ability to read audio visual design documents.

• Knowledge of Microsoft Office products including Outlook, Excel and Word.

• Ability to meet tight deadlines and work well under pressure.

• Strong organizational skills, time management skills and attention to detail required.

• Strong verbal and written communication skills.

• Ability to prioritize and manage multiple tasks/projects.

• Ability to work independently without supervision, be self-directed and demonstrate initiative.

• Ability to take direction without follow up.
• Ability to work collaboratively with others for whom you have no direct supervisory authority.
• Strong teamwork and team synergy skills required.
• Excellent ability to establish rapport with others and ability to build strong interpersonal relationships.
• Exhibit good judgment and decision-making skills.
• Availability and willingness to work extended hours, including nights, weekends, holidays and be on-call as necessary.
• Willingness to work a flexible schedule based on the changing priorities of the department.

PHYSICAL REQUIREMENTS

• Capability to stand, kneel and/or crouch for long periods of time
• Capability to work in hot humid environments
• Capability to work in cold environments
• Capability to lift & move excess of 60lbs as is necessary in the normal flow of the day to day work load unassisted and lift and move 100lbs with assistance.
• Assist in the loading of various vehicles with equipment including 45’ trailers as needed