

Company Overview

Velvet Entertainment are one of London's leading event companies, producing extraordinary, tailor-made events for over 15 years. The company culture is unique –it is about the team and making sure they have an informal and fun but productive environment to look forward to every day. We want our employees to enjoy the challenges, the clients, colleagues, and the office environment. Standards are high, and exceeding expectations is paramount to success. To be successful in this role requires focus, discipline, enthusiasm, and teamwork.

Summary

The Event Production Manager is responsible for running events from concept to implementation. This is a creative technical role where you will be expected to work effectively with clients, internal teams, and external suppliers to flawlessly deliver event programmes that provide results against established objectives, timelines, and financial goals. The Event Production Manager will work closely with the Director to build the Velvet Entertainment arm within the Velvet Living Group. The correct candidate will be organised, creative, have excellent communication skills, thrive under pressure, and have a passion for technical event production.

**Duties &
Responsibilities**

The Event Production Manager shall:

- Plan and execute events, with an expertise in implementing the creative, technical, and logistical elements including design, build strategies, audio-visual and lighting production, logistics, partner sourcing, partner management, budgeting, negotiation, and client service.
- Oversee resources to proactively ensure a high-quality service while striving for continuous improvement and the most competitive rates.
- Be responsible for following department protocols for event planning, including the development and presentation of on-brief client proposals.
- Work with the office team, warehouse crew, and external suppliers to ensure that all logistical needs for events are understood and met.
- Identify necessary vendor/partner support, then source and manage accordingly, ensuring that all elements are appropriately incorporated into the overall event.
- Track budgets and costs throughout each project and communicate changes to all relevant parties.
- Understand profit margins and effectively meet or exceed them.
- On-site main point of contact for all aspects of production.
- Exhibit exceptional written and verbal communication skills with superb attention to detail.
- On-going reconciliation of all project expenses, including ensuring vendor invoices are accurate, and client invoices reflect all approved event expenses.
- Provide solutions under high-pressure circumstances acting quickly to resolve problems as well as troubleshoot proactively before, during and after the event.
- Evaluate outcomes and submit key learnings on all aspects of events, including client satisfaction, stock, transport, entertainment acts, equipment outcomes.
- Leverage event industry trends to identify cutting edge production elements.
- Work in collaboration with Director to analyse the profitability of jobs.

Skills & Requirements The Event Production Manager shall:

- Have 3+ years' relevant industry experience (ideally in a client facing role).
- Demonstrate an expert level of technical knowledge of event production.
- Experience in booking & managing labour crews.
- Well-developed project and time management skills as well as strong organisational skills.
- Eye for detail and with particular attention to delivering high quality, error-free events.
- Anticipate project needs and ability to foresee potential issues.
- Build solid and reciprocal relationships with designated client contacts and suppliers.
- Foster trust and open/honest communication with clients, internal teams, vendors and partners.
- Ability to meet tight deadlines and work well under pressure.
- Strong verbal and written communication skills.
- Ability to prioritise and manage multiple tasks/projects, demonstrating flexibility and adaptability.
- Ability to work independently without supervision, be self-directed and demonstrate initiative.
- 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.
- Knowledge of Microsoft office software, including Outlook, Excel, Word and PPT, etc.
- Knowledge of design software such as Auto CAD, Vector Works InDesign, Sketch, etc.

Accountability The Event Production Manager is accountable to the Managing Director and Director.

Physical & Time Demands The Event Production Manager shall:

- The ability to work full-time (40 hours/week) with periodic early morning/late evening and weekend work paid at overtime rates or recognised with time in lieu as detailed below.
- Office based role from our South-London warehouse.
- Overtime rates will be paid for time spent during non-office hours at meetings and client events that are considered confirmed and billable.
- Time in lieu will be granted for time spent during non-office hours at networking events, client meetings for unconfirmed jobs and when travelling on company business

Personal Development A pre-approved course or seminar will be funded by Velvet to facilitate your role and increase your knowledge and expertise after 12 months of continuous service.

What We Offer The Event Production Manager shall:

- Competitive salary
- Fun and vibrant team atmosphere
- Growth potential within the company
- Overtime & Time in Lieu
- Company pension scheme
- Opportunities to work on location abroad

How to Apply To apply for the position please submit your CV along with cover letter to careers@velvetentertainment.net