

Job Title
Production Manager

Job Description	
Job Title:	Production Manager
Responsible to:	Production Director
Department:	Production
Salary:	£40,000 - £48,000
Holiday Entitlement:	20 days annual leave plus Bank Holidays.
Working Details	
Place of Work :	Unit 10, Waterways Business Centre, Navigation Drive, Enfield, EN3 6JJ; and on site in the UK and overseas as required for an event.
Weekly Hours:	40 Hours (9:00 – 17:30), Monday – Friday with 30 minutes unpaid lunch.
Job Specifics	
Job Description:	
<p>The successful candidate will be an active part of All Safe and Sound and support the company's core business of delivering high end events to a wide range of venues, clients, and agencies across a variety of sectors.</p> <p>In your role as production manager, you will lead across the full event production spectrum, working closely with internal teams and external parties to deliver seamless events whilst providing exceptional customer service and support. The role covers a broad range of responsibility which include:</p> <ul style="list-style-type: none"> • Leading the production process from concept through to delivery and postproduction analysis involving all aspects including lighting, sound, AV, camera, and streaming services. • Working across a broad Spectrum of events including conference, dinners, and awards. • Managing the technical design process, with the support of others where required. • Guiding the client on solutions and advising on suitable equipment to achieve their aims and suit the proposed event. • Preparing production schedules, specifications and prep sheets for the warehouse and onsite use • Collaborating with venues, suppliers, and other agencies as required • Managing and selecting appropriate external suppliers as required • Working with external agencies as required • Managing additional resource including freelance crew as required • Overseeing the set up and installation of events onsite along with being present onsite and overseeing or operating equipment as required. • Managing production budgets from initial pitch through to reconciliation <p>The role will also involve undertaking other tasks as required by the company in the undertaking of its business duties.</p>	
Essential Knowledge and Skills Required	
<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have a broad knowledge and experience across all areas of technical production including lighting, sound, camera, AV, and streaming. 	

- Be confident, presentable, and personable dealing with clients face to face as well as having excellent phone and email communication skills.
- Have a valid passport and be happy working away from home as required.
- Have a clean, UK driving license

Desirable Knowledge and Skills

- Experience working with set stage and scenic briefs
- Knowledge of AutoCAD with the ability to draw and submit accurately scaled floorplans
- Comfortable working at height
- IPAF / H&S / First Aid Qualification(s)

Application

If you have any queries with regards to the application, please email admin@allsafeandsound.co.uk or call 020 8350 7607

To apply please send a covering letter and CV to admin@allsafeandsound.co.uk.