



**Job Description:** Production Manager

**Summary of Role:** To manage the production on mid scale events

**Reports to:** Becky Bunting, Senior Production Manager

**Bonus Scheme:** Yes

**Employment type:** Permanent Position

**Website:** [www.marbleldn.com](http://www.marbleldn.com)

**Contact:** Becky at [info@marbleldn.com](mailto:info@marbleldn.com)

### **Marble LDN**

Binding brand, agency and experience.

We are a dynamic, young and fresh events agency which works across the two businesses: Marble LDN and Marble Private.

Marble LDN works in the commercial (75%) sector and Marble Private with our private clientele (25%). We offer five core services, including: Conceptualisation and storytelling - Creative production and design- Sound, Light & Technical production - Project Management - Marble Music, and build experience through design, collaboration and sustainability.

#### **MARBLE LDN**

Predominantly we are a commercial agency uniquely positioned to support communications departments to deliver live experience.

Throughout the agency our core focus for 2019/20 is to expand our experience, exhibition and music proposition. As a result becoming the communication sector's events agency targeting customers like The Communications Store, John Doe, etc...

We also have a strong focus on the tech and finance sectors where we see an increase in spend and change in creative marketing attitudes.

#### **MARBLE PRIVATE**

At Marble Private we offer these same core services to private clients. Producing weddings and private events both in the UK and abroad. Within the private sector we will leverage off the recent launch of the Marble Private website and expand our outreach to increase the new and existing client portfolio.

You will be joining a team of 19 (full time). We are a fast growing business with a team that has tripled in 12 months. We are looking for a candidate who would like to be part of this growth and to be a major asset within this evolving integrated agency.

We are not a suit and tie company. Inherently what we are is a creative with an undertone of highly detailed and skilled work. It is a relaxed but very dedicated atmosphere. Our clients are from a broad spectrum of industries but they do not expect us to be a mirror of themselves. Bring personality and confidence. Be kind, there is no room for ego in this company. Our culture is paramount.



## **THE ROLE**

The role is broad and covers almost every aspect of event creative, technical and delivery, from the moment the brief arrives through to watching it all come together on site. 2019 clients include:- Red Bull, Live Well, Founders Forum, Big Screen on the Green, Boden, COACH, Fred Perry, CognitionX, Gottwood Festival, and many other PR and marketing agencies as well as numerous private events for national and international HNI's.

You will be expected to invest yourself in each production in an articulate and creative way, ensuring that you are the key budget holder, problem solver and driving force; ensuring content is delivered on time and on schedule.

It's important in this role to have great attention to detail, be able to immerse yourself completely in our brands, systems and pillars, and ensure that you approach your work in a highly motivated way when working with all team members. Having proven experience in fast turnarounds is also key. It's also important you are aware of the latest trends within the industry and how these can be used to heighten product output.

You should be enthusiastic and work well within a team environment and within an organisation that is ever changing and growing.

## **RESPONSIBILITIES**

### **DAY TO DAY**

- Significant experience of Production Management within a multi art form venue, or on mid scale productions (budget of £100K-£500K), or other multi discipline performances and events.
- Event and transport logistics
- Knowledge of build materials and build process
- Ability to work alongside and manage designers, set-builders, carpenters and other creative players when working on a project
- Good relationships with external suppliers
- Knowledge of sound, lighting and power
- Assembling appropriate staff team for site build, live and derig
- Specifying equipment to meet the needs of the event
- Planning and organising production schedules and all other relevant paperwork



- Preparing Event Management Plans, including H&S statements
- Building relationships with clients and suppliers
- Scoping and quoting new work
- Client meetings and site visits
- Assisting with creative concepts and design for each event
- Working with creative team members to produce scenic visualizations
- Writing, managing and reporting on budgets
- Setting and managing project timelines
- Crew database management
- Management of live shows
- Organise and manage event debrief & evaluation

#### **MANAGEMENT & OPERATIONS**

- You will be reporting to Becky Bunting, Senior Production Manager
- You will be part of the team at mid level
- Management of more junior team members
- Working alongside Warehouse Manager and Site Managers
- You will be responsible for implementing Marble LDNs culture
- You will be a skilled and positive leader with the ability to get the most out of their workforce, reward them, work them and make them feel needed and valued and most of all push their creativity
- Currently, you will have 5 members in your Production team
- You will be expected to manage and grow the Production offering from high level
- Implement and teach new management initiatives created by management including yourself

#### **DESIRED SKILLS**

- At least 3 years of experience in Production
- Proficient use of Windows
- CAD and/or Sketchup skills desired but not essential
- Good grasp for web based office sharing programmes

#### **PERSONAL ATTRIBUTES & BEHAVIOURS**

- A confident and articulate verbal and written communicator, can foster strong relationships both internally and externally
- Possesses excellent prioritisation skills, has the foresight to anticipate obstacles and displays tenacity in overcoming them
- Has gravitas and mental agility when presenting solutions



- Takes pride and personal responsibility for maintaining Marble LDN brand

## **BENEFITS**

- We offer a competitive salary with a bonus tied to business results
- We offer a stimulating and progressive career with a commitment to train and develop each team member so they remain constantly challenged and inspired to feel valued
- Personal development is important to us and our culture - we offer training courses and development courses in areas in which you are interested
- Lunch is provided daily at our cafe