



**Job Description:** Production Manager

**Summary of 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.

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

**Fixed Remuneration:** £30-£35K per annum (experience dependant)

**Bonus Scheme:** Yes

**Employment type:** Permanent Position

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

We are an award winning, 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** [www.marbleldn.com](http://www.marbleldn.com)

Marble LDN delivers live experiences for brands and agencies in a multitude of sectors which include tech, media, fashion, wellness, festivals and communication agencies. Throughout the agency our core focus for 2020 is to expand our experience, exhibition and brand strategy proposition. Predominantly with a strong focus on the comms, tech, fin-tech sectors where we see an increase in spend and change in creative marketing attitudes.

*2019 clients include:- Red Bull, Live Well, Founders Forum, Big Screen on the Green, Boden, COACH, Fred Perry, CognitionX, Gottwood Festival, Tik Tok and many other PR and marketing agencies*

**Marble Private** [www.marbleprivate.com](http://www.marbleprivate.com)

At Marble Private we offer these same core services to private clients. Producing weddings and private events both in the UK and abroad.

## THE ROLE

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. You will be joining a team of 30 (full time).

## RESPONSIBILITIES

### DAY TO DAY

- To primarily to project manage your own accounts with a value up to, and in the arena of, £60 - £500k.
- 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
- Managing, decision making and being responsible for an event team, in the arena of 20 people.
- Good relationships with external suppliers. Confident and capable of managing suppliers on site
- Knowledge of sound, lighting and power



- Assembling appropriate staff team for site build, live and derig
- Allocating the use of Marble Ldn's production equipment on your projects and reporting maintenance, when required.
- Event and transport logistics
- Planning and organising production schedules and all other relevant paperwork
- Preparing Event Management Plans, including H&S statements
- Scoping and quoting new work
- Experience in client relationships, including face to face meeting and site visits. Comfortable with client communication.
- Good sound confident pitching skills for events within your arena
- Project management skills, able to oversee multiple client accounts
- Assisting with creative concepts and design for each event
- Writing, managing and reporting on budgets
- Setting and managing project timelines
- Management of live shows
- Organise and manage event debrief & evaluation
- Keeping S&Ps within your department up to date
- Ensure our sustainability vision is worked towards in Events
- Skills in managing both Private events and Commercial events

#### **BUSINESS DEVELOPMENT**

- Work alongside BD and marketing teams to secure new pitches coming into Marble that fall under various accounts
- To push Marble's name and brand at every commercial opportunity.

#### ***Management***

- To lead your direct team to their individual career objectives.
- Mentor and guide more junior teams in commercial thinking and client service as a point of excellence
- Currently, you will have 6 members in your Production team across various levels and a further 2 in the Technical Production team operating as one department. You currently will be required to manage one team member. Holding 1-2-1's, monitoring KPI's and appraisals.
- Assist with the sourcing, training and retention of freelance staff.

#### ***You have/ you are...***

##### **Execution**

- A positive attitude; never says no to tasks.
- Knows to raise a flag when a problem occurs
- Learning to communicate ideas effectively
- Punctual; meets deadlines; needs manager support to ensure completeness of work
- Able to complete tasks quickly without reducing quality - delivers at par
- Able to complete tasks at expected quality with manager support

##### **Leadership**

- Contributes to achieving objectives of the team
- Is able to deliver succinct feedback when requested



- Manages and motivates a team, structures work and delegates to team members

#### **Problem Solving**

- Comfortable with numbers and run basic quantitative analysis
- Brings fresh ideas to the team and suggests and challenges status quo. Brings research that backs up reasons behind creative ideas.
- Learning to use frameworks to structure problems, however requires a thought partner in developing structure of problems

#### **DESIRED SKILLS**

- At least 3 years of experience in Production
- CAD and/or Sketchup skills desired but not essential
- IOSH, CDM, or other H&S qualification desired but not essential
- Fire safety knowledge
- Good grasp for web based office sharing programmes (Word, Excel)
- Driving license desired but not essential
- Experience of working with companies overseas
- Beneficial to have experience in project management programs, like teamwork or Monday.com

#### **CULTURE**

- Never leave a man down. You're not done until the project is done
- Strive to be the best but never ever at the expense of the team.
- Always engage with others only in the way you would like to be engaged with
- Good energy and good vibes are the only answer to your day to day challenges
- Take control, strive to learn
- Remember you work to live NOT live to work
- You're responsible for your world
- Keep current, get out, explore the arts, keep interested.

#### **BENEFITS**

- 25 days holiday. Plus and extra day for each year working at company (capped at 30)
- Incentives on projects over the line
- Commission on projects over the line
- Company bonus, depending on the performance of the company
- Flexible working environment
- Personal development is important to us and our culture - we offer training courses and development courses of areas which you are interested in.
- Opportunity for 'free' days off between Xmas and NY
- We offer a competitive salary with a bonus tied to business results
- Lunch is provided daily at our cafe equating to over £2,500 annually