



Job Description: Technical Production Manager

Summary of Role: Acting as a TPM for Marble LDN, with the ability to lead on key accounts and demonstrate knowledge and experience in producing events in a variety of sectors.

Reports to: Snr Production Manager

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

Bonus Scheme: Yes

Employment type: Permanent Position

Website: www.marbleldn.com

Contact: Becky at iwanttowork@marbleldn.com

Marble LDN

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

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

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

As a leading member of the Tech production team, the role will be to provide technical production management for all events and projects produced, with emphasis on creative and innovative new concepts for rigging, sound and lighting. In addition there will be management work required for the live elements of the projects, the warehouse operations and day to day office presence for the technical production team. You will be joining a team of 30 (full time).



Your Responsibilities:

DAY TO DAY

Budgets and Project Management

- To primarily manage technical production within projects with a value up to, and in the arena of £60 - £500k.
- Understanding your clients marketing strategies and collaborating with your EP on ways to fulfill your clients needs
- Writing, managing and reporting on budgets
- Managing, decision making and being responsible for an event team, in the arena of 20 people.
- Oversee the use and maintenance of all Marble Ldn's technical equipment including lighting, sound and rigging, alongside the Warehouse Staff
- Ability to work alongside and manage designers, set-builders, carpenters and other creative players when working on a project.
- Allocate technical equipment for all events you are TMP on.
- Good sound confident pitching skills for events within your arena
- Comfortable with client communication at account manager level includes titles such as Account Director, Event Manager
- Leading and assisting with creative concepts and design for each event
- Excellent knowledge in - set / staging / technical/ joinery
- Planning and organising production schedules and all other relevant paperwork (H&S,Statements)
- Produce drawings, power plans, rigging plans, ground plans and all other relevant material for each project.
- Confident and capable of managing suppliers on site
- Client meetings and site visits
- Keeping S&Ps within your department up to date
- Organise and manage event debrief & evaluation
- Management of event crew
- Supplying new and innovative technical solutions for all events, keeping Marble and the forefront of cutting edge design.

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, there are 2 members in your Technical team at various levels, with a further 6 in the 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.
- Actively anticipate problems before they arise, and be proactive in raising solutions
- Management of event crew on site.

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 5+ years of experience in Technical and Live events
- IOSH, CDM, or other H&S qualification.
- BS7909 Temp Power sign off (or good understanding of event and Temp power)
- Experience of working with artists or companies from overseas and an appreciation of the needs of touring companies.
- Crowd management experience
- Structural and or Rigging sign off (or good understanding)
- Good grasp for web based office sharing programmes (Word, Excel)
- CAD and/or Sketchup skills desired but not essential
- Driving license desired but not essential
- Experience of working with companies and or artists overseas
- Beneficial to have experience in project management programs, like teamwork or Monday.com
- Fire awareness

Our 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, dependant on 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.