

Technical Production Manager

Glasgows is one of the UK's leading event, digital and video agencies. We have a large and varied client portfolio and a well-established track record spanning the last 30 years, specialising in live events.

We are recruiting a Technical Production Manager to join our growing team of audio visual and production professionals, based at our offices in Leyland, Lancashire.

This opportunity would suit either an experienced Senior Technician who wants to progress in live corporate events or an experienced Production Manager or Freelance Manager seeking a career move and new challenges.

The ideal candidate will be a highly motivated and creative individual who enjoys a vibrant working environment and who shares our goals for creativity and excellence. You will have a background within the AV industry and a minimum of 2 years' relevant experience in a similar role. You will also have excellent customer interaction skills and be able to interpret client briefs; seeing a project through to completion from pitching for new business through to seamless onsite technical delivery.

Although based in Leyland you will be required to attend site visits and client meetings as well as managing / operating AV onsite at events, therefore a clean driving licence is essential. The nature of the industry means that working away from home, overnight stays and working unsociable hours are a normal part of the job.

As part of the production team you will be managing your own events from start to finish, as well as working within larger project teams. No two days will be the same, but general responsibilities include:

- Attending client meetings
- Preparing quotes and pitch documents
- Attending site visits and production meetings
- Booking crew, technicians, equipment and transport

- Developing and maintaining client relationships; supporting clients throughout the lifecycle their events
- Assessing health and safety requirements and creating risk assessments and method statements for events
- Administering systems in place to track the progress of projects and maintaining associated documentation.
- Budget management
- Supplier Management
- Working with internal design, technical and project teams
- Managing and operating AV equipment onsite
- Proactively managing any changes that occur while on site
- Post event completion of costs, invoicing and all related paperwork
- Working with the production team to constantly review and update equipment, processes and sharing creative ideas.

Essential skills/experience:

- Minimum of 2 years' experience within the audio visual industry in a similar role
- Methodical, structured and self-motivated person with excellent organisational and prioritisation skills.
- A well organised and calm approach to the job with meticulous attention to detail.
- Wide experience of a range of audio and video equipment and new technologies within the industry.
- High level of computer literacy
- Technical expertise in one or more disciplines (sound, lighting, AV)
- Excellent problem solver
- Excellent communication and client facing skills
- Team player
- Enthusiasm, energy and a 'Can do' attitude
- Full clean driving licence

Desirable skills:

- Experience of working in bespoke venues around the UK where standards and working practices are heavily scrutinised
- Knowledge of Adobe Creative Suite, Microsoft Visio, AutoCAD and other visualisation software

- Experience of working with camera crews as an on-site director. A good understanding of editing techniques.
- Rigging experience / IPAF.
- Sales experience with motivation to develop profitable new business.

The position carries an excellent package including salary circa £25 - £35K depending on experience, 25 days annual leave, contributory pension scheme, as well as non-contractual profit related bonus.

To apply for this position please send a covering letter detailing why Glasgows should consider you, please include details pertaining to the skills/experience requirements listed, your CV, the names of two referees from your present/previous employment and your current salary details to g@glasgows.co.uk

All applications will be treated with strict confidentiality. References will only be sought with your permission.

Glasgows is an equal opportunities employer and is fully committed to a policy of treating all job applicants and employees equally regardless of race, colour, ethnic origin, nationality, national origin, religion or belief, sex, sexual orientation, gender reassignment, age, marital or civil partnership status, disability, or offending background.

Please note that we can only consider applications for those legally entitled to work in the UK.

Glasgows has a detailed Equal Opportunities and Dignity at Work Policy that must be upheld by its employees and casual workers. If you are appointed, you will be required to accept these provisions on appointment.