

Technical Production Manager

Permanent full-time position or Freelance contract

Glasgows, Unit 5, Centurion Court, Farington, Leyland, Lancashire, PR25 3UQ

www.glasgows.co.uk

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

We're looking for a highly motivated, multi-skilled technical production manager, with a minimum of 3 years' experience in all aspects of the technical production and delivery of live, virtual and hybrid events.

This is a multi-faceted role requiring the successful candidate to take ownership of, and lead on, the technical planning and delivery of multiple projects ranging from small virtual livestreamed events through to large scale live events, conferences, and exhibitions. The ideal candidate will have experience across multiple technical disciplines within the AV and live event arena along with excellent project management and communication skills.

You will work closely with our close-knit production team, and other teams across the company, from project management, creative design and content creation, and digital development, to ensure the highest quality of service delivery for our clients.

Research and writing of tender submissions along with costings for all technical and AV production elements of projects will also form an integral part of the role.

Preparation of production schedules, with all pre-planning, risk assessments, crew bookings and venue liaison. On-site management of all technical and build crew including sub-contractors and suppliers.

Key Responsibilities include:

- Work as part of a project delivery team to design and deliver the best technical solutions to support each project, based on the requirements of that project. Taking responsibility for the planning and scheduling of work within your team and specialist area
- Take key responsibility for the delivery of relevant aspects of any/all project(s) you are working on
- Take responsibility for the research, writing and costing of the technical, production and creative related aspects of tender proposals
- Provide on-site and studio based production and technical management including direct contact with and management of end clients, the delivery, installation and on-site technical operation of AV equipment at events
- Continuous research into latest trends, competitors etc to inform investment decisions
- Prepare and deliver presentations for pitching to prospective clients
- Undertake the compilation and production of loading/picking lists as required by each project
- Maintain a culture in which costs and expenses are checked and kept within budget
- Ensure that work and projects are invoiced out promptly
- Book sub-contract freelance technical staff and support for events
- Undertake site surveys and prepare room plans and layouts

Essential skills/experience:

- Education to degree level in a relevant subject
- Minimum of 3 years' experience within a similar role
- Experience in all aspects of live event technical production
- Wide range of AV experience and skills covering all core disciplines
- Competency across a range of software and hardware platforms
- Thrive under pressure, in a fast-paced environment.
- Enjoy varied work from our diverse range of clients.
- Team player

The package includes salary circa £30K - £35K negotiable depending on experience, 25 days holiday plus Bank Holidays, contributory pension and life insurance schemes, 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 welcomes all applications.