

Production Manager

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Company: Eclipse

Location: London Area

Category: other-general

Production Manager Location: Beckenham Full Time About Eclipse Global: Eclipse Global is an industry leader in live event production, where we craft unforgettable experiences for clients through our cutting-edge audio-visual and scenic solutions. Our dedicated team of professionals brings exceptional events to life in all scales and formats. Currently, we're seeking an organised and detail-oriented Production Manager to join our team.

Production Manager Role: The management of Eclipse have a shared commitment that the company will provide a profitable delivery of Production Services combined with outstanding standards of quality within the management of our own resources, the delivery of our services to each other and to our clients. Within the above commitment you are responsible for the part of our delivery that includes the management of a portfolio of assigned clients and working to develop new business from existing clients and actively seeking new opportunities. Responsibilities including but not limited to:

- Develop strong relationship and rapport with clients, conducting client visits as necessary and appropriate
- Discussing event requirements directly with clients
- Producing accurate quotations and proposal documents
- Managing all aspects of the pre-production process including design and set spec
- Producing all specifications to including liaising with our technical staff to ensure our clients receive the right level of technical input.
- Managing all aspects of the delivery process
- Cost control of project budgets
- Producing and managing all administration documentation relating to a project including Health & Safety documents and floorplans
- Producing documentation for the Accounts Department for invoicing
- Working with the Head of Production and the rest of the team to develop the department in general and the way

we work with our clients • Communicate regularly with the Director of Sales and Marketing on the progress of monthly/quarterly targets • Collaborate with the Sales team to develop business opportunities • Work with existing clients to develop new business • Liaising internally cross departmentally to ensure the highest level of service is received and all jobs are carried out in accordance with client specific requirements

Qualifications: At least 2 years proven events' experience in a similar role. Possess detailed technical production knowledge specifically working with Lighting, Audio, Projection and LED. Confident decision making and problem solving ability. Strong organizational and managerial skills. Ability to deliver technical production of events. Experienced with Rental Management Systems. Have basic CAD / Vectorworks knowledge. Understanding and experience of technical schematics. Understanding of scenic production workflow and staging. Ability to develop strong relationships and rapport with clients. Have commercial acumen and ability to control budgets. High levels of organisation. Knowledge of Microsoft Planner. Onsite crew management. Ability to recognise and minimise health and safety concerns.

Why Join Us: At Eclipse Global, we are committed to fostering a diverse and dynamic work environment where personal and professional growth is encouraged. You'll play an important role in our events' preparation and delivery, helping us maintain our leading position in the live events industry. Ready to drive your career forward in the thrilling world of live events? Apply for our Production Manager role today!

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