

Production Manager

Employer: **Kings Place Music Foundation**

Date: **November 2025**

Department: **Production**

Responsible to: **Head of Production**

Role Objective:

Working in collaboration as part of a team, the Production Manager is responsible for the production of all programmed concerts, artistic events and private hires at Kings Place. The Production Manager disseminates information relating to all relevant events at Kings Place, interpreting and realising curator's artistic vision whilst ensuring events are delivered to the highest technical standard, on-time and within agreed budgets. The Production Manager is responsible for allocating concert finances appropriately and where applicable, up-selling additional services and equipment. The Production Manager maintains responsibility for all the organisational aspects of production scheduling and takes on a Producer role for larger or high-profile events.

Although the Production Manager specialises in artistic production, this role also requires flexibility to deliver and manage corporate events when required.

Production

- Managing all elements of production, including advising on specific technical requirements
- Liaising with artists and curators to understand and interpret their vision
- Production manage the venue's key festivals and create production schedules for use by all other depts. (London Podcast Festival, Jewish Book Week, Folk Weekend)
- Recording production information for each event and communicating details to the relevant departments.
- Liaising with the Technical Dept. to manage complex technical requirements for multiple concurrent productions
- Preparing production schedules in liaison with curators and internal departments, and ensuring actions are carried out in a timely manner
- Drawing up all risk assessments where necessary and ensuring all health and safety considerations are adhered to in line with UK law
- Researching and obtaining equipment for hire and purchase within event budgets as set by the Head of Production
- Negotiating filming and recording packages
- Scheduling piano tunings and piano moves
- Booking and recharging private hires for rehearsals, recording sessions and closed-door events

Corporate Conference Production

In addition to the general production points in the above section, occasional corporate conference production will also include (but is not limited to):

- Working in collaboration with Kings Place Events (KPE), liaising with clients to understand and interpret their vision
 - Advising and assisting clients with all elements of technical production and general logistics
 - Delivering production solutions to meet the client's requirements
 - On the day client liaison, event management and supervision of casual staff
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Production Manager

Communication

- Acting as the main KPMF Production point of contact for curators and all departments in KPMF
- Gathering information from curators regarding programme, rehearsals and performances and distributing this to the relevant KPMF staff
- Organising and writing minutes for production meetings between curators and KPMF staff
- Attend weekly production and ops meetings
- Briefing relevant technical and FOH staff on event days
- Liaising with the Visitor Services dept. to ensure sale and return of merchandise
- Provide the Finance Department with relevant event recharges
- Liaising and working with all internal departments including Technical, Programming, Visitor Services/FOH, Box Office, Marketing, Finance plus Catering and Hospitality departments.

Administration

- Working with the Head of Production, devise the annual production budget and ensure that targets are met
- Assisting with the recruitment, training and development of the Production team
- Creating and sending contracts to curators once the programme has been confirmed and acting as a main point of contact regarding these
- Maintaining an up-to-date record of the progress of contracts and invoices
- Applying for work permits and FEU exemption where required
- Inputting and maintaining production information and staffing onto Artifax event system
- Handling relationship and account keeping for PRS
- Writing and enforcing all internal procedures related to the department

Additional duties

- Assisting the Head of Production as and when required
- Assisting Event production with small corporate meeting bookings as and when required
- Liaising with building services, other tenants on KPMF events occurring in communal spaces
- Circulating actions after weekly production and operations meeting
- Liaising with Kings Place Events regarding shared use of KPMF spaces
- Undertake any other duties as required as appropriate to the grade and role of the post
- Comply with the KPMF equal opportunities and health and safety policies

Requirements

Essential

- Suitable experience of production or event management
 - Strong experience in an arts centre or media environment
 - Excellent verbal and written communication skills
 - Educated to A-level (or equivalent) or above
 - Strong understanding of artistic, performance, creative and educational requirements for music venues
 - Exceptional production and project management experience
 - Good technical understanding spanning lighting, sound, AV, stage management and recording.
 - Excellent problem-solving skills, initiative, diplomacy and sensitivity
 - Experience of processing and producing contracts
 - A good level of numeracy skills
 - Computer literate
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Production Manager

- Excellent interpersonal skills
- Diplomacy, tact and honesty
- Ability to manage short term and long-term tasks simultaneously
- Relevant industry knowledge as well as an interest in spoken word, comedy and music

Desirable

- Experience of working with Artifax
 - Experience of corporate events
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