

Event Production Coordinator (Corporate Conferencing, Maternity Cover)

Employer: **Kings Place Music Foundation**
Date: **March 2024**
Department: **Production**
Responsible to: **Event Production Manager**

Role Objective:

As part of Kings Place Music Foundation's (KPMF) production team, the Event Production Coordinator specialises in the production of corporate conferences. Reporting to the Event Production Manager, the Event Production Coordinator assists in the development, liaison and management of Kings Place clientele and helps to creatively consult on production, technical feasibility and logistics for multiple events. This involves working with the Kings Place Events (KPE) Management team from the initial conception phase of an event right through to on site delivery ensuring all aspects of the event are to the highest technical standards, on-time and within agreed budgets.

Corporate Conference Production

- 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
- Up selling of technical production packages to help ensure revenue targets are met
- Liaising with external production companies as and when required
- Showing potential clients the venue to secure their business
- Recording and disseminating all technical specification / information to each specialist technical area
- Reviewing and collating H&S documentation for events
- Preparing production schedules and ensuring delivery on-time and within budget
- Ensuring all events are compliant with health and safety, fire regulations and are in line with UK law
- When necessary supporting programmed concerts and income generating private hires

Communication

- Liaising and working with internal departments, including Technical (LX/AV/Sound, Stage Management, IT and Recording & Broadcast), Front of House, Finance and Catering and Hospitality departments
- Liaising with third party production companies, event suppliers and contractors

Administration

- Write and present technical and staffing proposals and quotations to clients within agreed timeframes
- Collating health and safety, fire regulation, risk assessments, method statements per event
- Generating event function sheets per event
- Raising equipment hire purchase orders and arranging related delivery/collection
- Assisting with entering weekly financial conferencing income figures into the analysis spreadsheet
- Planning of room setups and distributing information to House Crew
- Attending production and operations meetings, taking notes and writing action points
- Assist with benchmarking Kings Place costs and services against other venues

Additional duties

- Assisting the Head of Production and Event Production Manager as and when required
 - Assisting other technical departments as and when required
 - Complying with all KPMF policies and procedures
 - Undertaking any other duties as required as appropriate to the grade and role of the post
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Requirements:

Essential

- Sales, customer service or client liaison experience
- Excellent communication and client liaison
- Exceptional interpersonal skills
- Excellent problem solving skills, initiative, diplomacy and sensitivity
- Ability to manage short and long term tasks simultaneously under pressure
- Ability to work flexible hours as and when required. This will involve early morning, weekend and evening work, dictated by event timings.

Desirable

- Experience in conference and corporate event production
 - Basic knowledge of production techniques and technical equipment used in a variety of specialist fields including lighting, sound, AV, stage management, IT and Recording and Broadcast
 - Proven track record of managing client relationships and demanding corporate events
 - Experience of Artifax / central event management system
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