# Event Production Manager (Conferences)

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| Employer: | **Kings Place Music Foundation** |
| Date: | **November 2026** |
| Department: | **Production** |
| Responsible to: | **Head of Production** |
| Operational Responsibility for: | **Production Duty Managers and Event Production Staff** |

## Role Objective:

The Event Production Manager is responsible for the successful technical production of conferences, corporate events and performances at Kings Place. Working closely with Kings Place Events, clients and internal teams, the role develops and delivers creative, technically excellent and commercially viable production solutions.

The postholder manages production information, quotations, schedules, staffing, budgets and event delivery, ensuring that events are delivered safely, on time and within agreed budgets. Although the role has a particular focus on corporate events, flexibility is required to support the artistic programme when needed.

### Conference/Performance Production

- In collaboration with Kings Place Events (KPE), liaising with clients to understand and interpret their vision
- Advising and assisting clients, curators and artists with all elements of technical production
- Designing and delivering production solutions to meet requirements
- Identifying opportunities to promote and upsell technical production services, contributing to agreed income targets
- Liaising with external production companies as and when required
- Recording and disseminating all technical specification / information to each specialist technical area
- Preparing all technical quotations within agreed timeframes
- Managing the technical requirements for multiple concurrent events
- Preparing production schedules and ensuring delivery on-time and within budget
- Drawing up all risk assessments and method statements
- Preparing and reviewing event risk assessments and method statements, and ensuring that events are delivered in accordance with relevant health and safety legislation, fire safety requirements, licensing conditions and Kings Place procedures
- Liaising with the Technical Team to book resource, staff and equipment
- On site management of the duty staff to deliver client requirements
- Ensuring that the terms of the building's license conditions are upheld

### Staff Training and Development

- Work with and motivate staff, cross-departmentally, in order to deliver market leading services
- Assisting with the recruitment and training and development of the Production team
- Creating content for and presenting staff training sessions

### Communication

- Acting as the main point of contact for KPE regarding any technical or production enquiry
- Taking clients' initial production briefs from vision to successful delivery, in full liaison with KPE
- Communicating with curators and artists about their production requirements

- Liaising and working with all internal departments, including Sound, AV, LX, Stage, Programming, Front of House, Box Office, Marketing, Finance and Catering and Hospitality departments
- Maintaining, managing and developing supplier contacts and stakeholder relationships

### Administration

- On behalf of Kings Place Events write and present technical and staffing proposals and quotations to clients
- Maintaining accurate and timely production, staffing and technical information in Yesplan and other relevant systems
- Writing and enforcing all internal procedures related to the department
- Developing all health and safety, fire regulation, risk assessments, method statements in line with UK law
- In conjunication with KPE, prepare and write technical proposals for clients
- Supporting the Head of Production in monitoring and performance managing the departments budget

### Additional duties

- Assisting the Head of Production as and when require
- Developing new business, creating and proposing new production services
- Benchmarking Kings Place production offer against competitors
- Assisting other technical departments as and when required
- Attending weekly production meetings
- Chairing daily KPE and KPMF production meetings, as and when required
- Conforming to all KPMF polices and procedures.
- Undertaking any other duties as required as appropriate to the grade and role of the post
- Responding to and managing enquiries relating to private hire of the venue

## Essential requirements:

- Significant experience of technical production management in a conference, events, performance or multi-venue environment
- Strong working knowledge of sound, lighting, AV, staging and event infrastructure
- Experience of developing technical solutions and quotations from client briefs
- Confident using event-management, scheduling, budgeting and Microsoft 365 systems
- Experience of managing event budgets, costs and income
- Commercial awareness, including identifying appropriate opportunities to upsell services
- Experience of supervising or line managing staff and freelance teams
- Ability to manage several concurrent events and competing deadlines
- Clear and confident communication with clients, artists, suppliers and internal teams
- Sound knowledge of event health and safety, risk assessment and safe working practices
- Ability to remain calm, practical and solutions-focused during live events
- Flexibility to work evenings, weekends and early mornings as required

## Desirable:

- Experience of Yesplan
- Specific conference and corporate event production experience
- Experience in technical, event and venue sales