

Job Title: Event Producer
Department: Producers
Based: Hartlebury / Windsor / London
Reporting to: Project Director

Purpose

The role of the Producer is to understand and direct the project right from the initial concept through to the final delivery on site. Focusing mainly on content and working with the allocated project leads in the overall delivery of the project.

The Producer should have an overall vision and view of the project, they see everything from an aerial view, identifying any gaps or recommendations for improvement and direct all project teams accordingly.

On site the role may vary depending on the client / project – the role may turn in to producing the main room, or may retain an overall directional role.

Role Profile

- Have a good understanding of the overall vision of any project, providing a holistic view internally and externally
- Interpret a client brief and be responsible for providing solutions and responses
- Help to develop project strategy, team engagement activities, creative, overall objectives and desired outcomes
- Develop and produce proposals
- Provide clear direction in the development and delivery of all stages of the project clearly interpreting the project needs and creative requirements
- Oversee all production and act as the main point of internal sign off
- Understand the ramifications of change and what that will mean internally and externally to the project delivery
- Development and management of content.
- Client management and development through listening, interpreting and delivering in a manner that always has them at the heart
- To provide trust and confidence in everything you do. Built through honest relationships and the ability to deliver
- Lead internal teams to confidently deliver the project, encouraging contribution and responsibility

Experience

The ideal candidate will have extensive experience in an event and/or communications in a similar position.

They should have a good understanding of the various disciplines (event management, technical services, digital media, video, production, print), but specifically have strong experience with content development and management.

Characteristics

- A team player who enjoys working as part of a team. Gives direction without dictating.
- Exceptionally organised with real attention to detail.
- Self-motivated with high expectations, standards and determination
- Good listener and communicator
- Ability to understand people and environments and adjust behaviours accordingly
- Enjoys working and interacting with people
- Service orientated, always aiming for the best results
- Analytical, the ability to interpret information and explain thought processes
- Self-questioning and challenging
- Positive attitude towards challenging situations and multi-tasking
- Willingness to learn new skills and develop existing ones
- Must be committed to making 'anything's possible' with a 'can do' attitude

Skills

- Quick to interpret a client brief and what it needs to achieve
- Significant creative acumen in order to be able to create client focused event and communication solutions
- Be able to work under pressure and meet deadlines
- Ability to think logistically and practically.
- Strong presentation skills in order to support live pitches as required
- Good written and verbal communication skills in order to orchestrate internal departments, external resources and their responses
- Commercial awareness for budget creation and management
- Excellent time management skills involving the ability to estimate accurately the time required to complete projects

Key duties

The following outlines the typical day to day duties

This list is not exhaustive, and you will be expected to work flexibly and undertake other such duties as required for each project.

Pre event:

- Understanding and the ability to execute the creative vision for each project
- Brief and direct all production teams
- Work with internal Project Managers to schedule all production and planning meetings both internally and externally
- Question and discuss with the project team any concerns, areas to consider and solutions
- Pre-event meetings to discuss all elements of production with the team- make decisions together as a project team
- Maintain clear lines of communication internally and externally
- As a team commercial review of a project budget – assessing profitability / performance, look for areas of cost savings and efficiency
- Develop the project – operational, creative and strategic approach
- Senior client day-to-day contact – especially for content
- Content development – understand the client's business / wider messaging, make suggestions and recommendations for they can be brought to life through event / project execution.
- Regular reviews with the core project team
- Agree layouts, technical, logistics and client understanding with the team
- Agenda setting and content agreement
- Full understanding of all elements of the project and how everything connects together – including production and logistics
- Owner of the agenda / timings / schedules
- Agree production schedule – to produce tech run through and presenter rehearsal times
- Sign off all crew and master delivery schedules
- Manage content production including slide content, videos, provide direction on bringing content to life in line with event objectives.
- Approve production elements before anything is sent for client approval
- Produce technical running order / prep documents for showcaller and live delivery
- Prep music

On site: (Direction element)

- Good understanding of the whole project
- Ensure the build is on track and as per agreed deliverables
- Monitor and review of H&S during build
- Sign off on all technical production with Production Manager
- Work with production manager to ensure delivery on time, updates with Project Manager on the overall delivery of the project
- Review all delivery / schedules with key leads (project manager, production manager)
- Trouble shoot
- Identify areas for improvement / development

Main room: (Producer element)

- Agree all crew timings and scheduling inc breaks etc. with Project & Production Manager
- Manage rehearsals
- Manage client requirements within the main plenary
- Work with the Project Manager in terms of layout / furniture / venue services (if applicable)
- Control the running of the main room and overall event (including rehearsals)
- Update Project Manager and/or client on timings – provide solutions and make final decisions regarding changes to accommodate timings / over running
- Clear direction to technical crew
- Ability to call a show

OTHER REQUIREMENTS

- Able to travel throughout the UK and overseas
- Driving licence

DATA SECURITY

At all times you must work within the guidelines set out in the **DRPG** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so will be deemed as gross misconduct.

FURTHER NOTES

The role will be based in one of our UK offices. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

At all times you must work within the guidelines set out in **DRPG's** Health & Safety Policy and Employee Manual.

THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest, fully integrated, award winning communications agencies. From the strategic communication consultancy, to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

***DRPG** is an equal opportunities employer.*