

## Job Role: Production Manager

We are looking for an enthusiastic and experienced **Production Manager** to join our growing team at 21CC Group.

### Who We Are

Innovative events. Boldly designed. Spectacularly delivered. Expertly managed. A fully integrated event management and service delivery company, pioneering in Event Design, Technical Production, AV, Fireworks, Pyrotechnics & Special Effects across the UK.

Our work is interesting, and the workload is varied. 21CC Productions is our technical production business and a part of 21CC Group, which also incorporates; 21CC Events, 21CC Fireworks and 21CC Pyrotechnics, 21CC Hire & Sales & Funktioncreep, our newly acquired Laser and Visual installation company.

More information about us can be found on our website [www.21ccgroup.com](http://www.21ccgroup.com).



### Outline Job Description

The Production Manager role sits within our production division as part of a wider events team at 21CC Group. The advertised position will report to our Head of Production and work closely with the team at 21CC Productions, 21CC Events and Funktioncreep as well as the rest of the extended team at 21CC Group.

### You will be responsible for:

- The specification of all technical requirements for events of all sizes, quoting clients for projects either alone or as part of a team for larger, high value or complex projects.
- Working closely with creative teams, event management and sales to ensure that proposals are submitted to clients, at the standard that 21CC Group customers have come to expect and plans are in place to deliver services offered.
- Planning and attending site visits to assess the suitability and requirements across all service delivery areas.
- Sourcing and managing contractors, suppliers, resources and equipment.
- Producing technical plans for event delivery including (but not limited to): power plans, lighting plans, data/networking plans, site layouts, load planning for structures, noise management plans, rig and de-rig schedules and related matters. Identifying and consulting with internal and external parties for the checking, revision and sign off of the above.
- Undertaking and maintaining relevant industry training and qualifications as appropriate to the role. Including identifying training requirements within the team.
- Staying abreast of developments within the industry in regard to equipment, safety, training and related matters.
- Assisting the Head of Production with management of health and safety across all company service delivery.
- On site management and delivery.

### As part of your role, you will also:

- Assist the Production team with the delivery of events across the full range of company services.
- Prepare & maintain equipment.
- Develop technical solutions and methods of safe delivery.
- Compile risk assessments & method statements.

- Input into planning of company projects.
- Monitor sub-hire requirements and identify areas requiring investment to bring equipment and services in-house where appropriate.
- Training and developing junior / less experienced members of staff/crew on technical equipment and quoting of technical services.
- Support the work of the company across its range of services and responsibilities as required.

## Experience & Skills

The successful candidate will need to:

- Show a demonstrable understanding of Health and Safety both onsite and within an office/warehouse environment.
- Have the ability to work under pressure and be able to manage onsite fault finding within tight timescales.
- Have a good understanding of kit maintenance and diagnostics.
- Have a good understanding of all technical elements of event production.
- Have excellent communication skills.
- A full UK driving license is an essential requirement.
- Task-related qualifications (IPAF, PASMA, Rigging, BS7909, First Aid, Telehandler/Forklifts, BPA, ASP) etc. are an advantage but not essential.
- Experience in lasers, special effects, pyrotechnics and fireworks are an advantage, willingness to undertake work in these areas (with full training given) essential.
- A working knowledge of the software listed below is an advantage but not essential.

<i>Current RMS</i>	<i>Wysiwyg/Capture</i>
<i>Q Lab</i>	<i>Resolume</i>
<i>Microsoft Office 365</i>	<i>D&amp;B Arraycalc</i>

- Experience working with the below consoles and systems are an advantage but not essential.

<i>Avolites</i>	<i>Grand MA</i>
<i>Allen &amp; Heath</i>	<i>D&amp;B Audio</i>

## Core Job Stats / Benefits:

- This is a permanent job role within 21CC Group.
- The role is based on 40 hours per week
- Typical working hours out with events: 9am to 5pm Monday to Friday (flexible to suit business and personal needs). Weekend and evening event work is required as part of this role.
- Normally your main place of work will be from our office at Old Deans Road, Bathgate and on varied event sites.
- Salary: £32,000 - £36,000+ per annum, dependant on experience
- Holidays: 31 days inclusive of statutory, holidays may be restricted during peak season.
- Bonus: Annual winter bonus (subject to business performance)
- Pension: You will be added to the company pension after the probation period
- Additional working will be required depending upon workload and seasonal pressures.

## How To Apply

To apply for this position within 21CC Group, please send your up-to-date CV with a covering letter to [jobs@21ccgroup.com](mailto:jobs@21ccgroup.com), with '**Production Manager**' and your name in the title. In your covering letter please outline your key experiences that make you the right candidate for this role and explain why you would like to work with 21CC Group. The deadline for applications is **5pm on Friday 19<sup>th</sup> May 2024**.