

Technical Production Manager

Reports to: Senior Events Manager

Line reports: None

Job Description

Overall Role Purpose

To support the preparation and planning of a park-wide legacy events programme and to offer support for the planning and delivery of the Company's games-time events programme.

Key Accountabilities

- To provide technical and production services, support and advice to the events and programming team whilst also supporting teams where events and programming interfaces exist (To include but not exclusively; Arts & Culture/Operational Readiness/Transformation/Design/Corporate Services).
- Provide technical and production management for the OPLC's, pre-games, games-time events programme and any other internal OPLC events.
- Support the Events & Programming team in the creation of a park-wide Events Management Framework and Events Guidelines, with specific focusing on technical solutions and processes for safe production and crowd control when delivering multiple events/programmes on the Park.
- Produce technical feasibility reports for a wide range of events from local programming through to major or mega events including the assessment of interim use proposals.
- Co-ordinate production requirements, technical support, public and performer safety, staffing levels, welfare provision and environment control as required to ensure the safe, legal and efficient planning and delivery of indoor or outdoor events and programmes.
- Produce technical specification documents and detailed CAD plans for the wide range of park events spaces and venues.
- Prepare detailed budgets and business cases to support the securing and provision of technical equipment, backstage and programming infrastructure whilst helping to guide the procurement team through the successful contracting of suppliers/partners.
- Work in conjunction with the landscape design team(s) and EFM contractor to ensure the best possible solutions with regards to the selection and provision, fit-out and maintenance of events spaces within the Park.

- Construct the technical content for any tender processes related to the Events and Programming department.
- Offer event specific health and safety advice working in conjunction with the OPLC's Health & Safety Manager.
- Support OPLC delivery partner production teams, including on-site tours and site visits.
- Attend production builds, rehearsals/sound checks and events where deemed necessary by the Director of Events and Programming.
- Assist in the preparation of 'bid' documents for major and mega events on the Park.
- Liaise on a day-to-day basis with OPLC delivery partners, stakeholders and clients including the six host boroughs, Westfield Stratford City and Greenwich Leisure Limited.
- Offer technical and production support to the Park's venue operators (Multi-Use Arena/Aquatics Centre/Arcelor Mittal Orbit/Stadium) with specific regards to venue legacy fit-out.
- Comment on and advise the Park information systems team on event specific information technology and associated systems. In order to ensure the smooth delivery of event systems, technology and communication systems including event asset management systems.
- Keep up to date with current technical advances and best practise within the events industry.

Person Specification

Part One

It is essential that in your written application you clearly set out your evidence against the appointment criteria listed in Part One. For candidates invited for interview these responses will be further developed and discussed together with the criteria listed in Part Two.

Education/Qualifications

- An IT qualification or relevant experience of working with IT with respect to event industry specific equipment and systems.
- It would be desirable to hold a recognised Health & Safety qualification. (NEBOSH or similar)
- An electrical qualification would be desirable or proven experience in an electronic/electrical environment.

Knowledge and Experience

- Proven extensive professional technical and production experience in the events industry.
- Proven extensive professional technical and production experience in delivering outdoor/green field events.
- An intimate knowledge and experience of dealing with professional staging technology - lighting, sound, video, data, electrical infrastructure and other AV techniques and technology and production and event space infrastructure.
- Proven experience of working with partner agencies and officers with specific focus on bodies such as; the police including anti-terrorism units, fire authorities, council licensing & planning bodies.
- Proven experience and understanding of delivering technical events with high production levels.
- Proven experience in undertaking risk/fire assessments, risk management and method statements and safe working procedures.
- Experience of liaising with external partners and suppliers and providing technical requirements as appropriate.
- Experience of working with large crowds at outdoor events.
- Have an understanding of working within environmentally sensitive spaces.

Part Two

Skills and Competencies

- Have the ability to read, interpret and create CAD drawings.
- Experience of report writing and formulating business cases.
- Have a thorough understanding of production and technical riders.
- Have a solid understanding and experience of working alongside the security industry.
- Show evidence of previous creative input into event planning processes.
- Possess highly developed presentation, interpersonal and organizational skills.
- Hold exemplary technical planning and budgeting skills.
- Be able to gather and interpret information across multiple work streams.
- Offer an in depth understanding of commerciality.
- Display a high degree of computer proficiency.

Behaviours

- Have a positive and creative attitude to problem solving.
- Be able to work to pressured timelines through the use of excellent time management.
- Offer mature and focused client handling skills.
- Be able to establish productive relationships with people at all levels.
- Work well within and across a number of teams.

REVIEW DATE/RIGHT TO VARY

The details contained within this job profile reflect the content of the job at the date it was prepared and inevitably, over time, the nature of the job may change. Consequently, the OPLC will expect to revise this job profile from time to time and will consult the post holder/s at the appropriate time.

You may be required to undertake other tasks that can be reasonably assigned to you which are within your capability and grade.