

# BRANDLIVE

## **Production Manager Vancouver, BC**

BRANDLIVE creates and produces exceptional events designed to connect people with brands and ideas through authentic and unforgettable live experiences. Our people are our greatest asset and the key to our success. We provide a vibrant environment of creativity and passion for them to perform at their best and realize their potential.

We are looking for a Production Manager to join our team! Working to support our Event Producers, you are highly organized and creative - detail focused but able to conceptualize events and bring them to life, using innovative production technologies. You are a clear communicator with suppliers and your internal team, expert at establishing and meeting deadlines and you thrive in a high pressure, high performance environment.

We're a results-oriented team, so if you're ambitious and passionate about what you do, we'd love to hear from you.

### **Specific Responsibilities:**

- Draft event specific floor plans with consideration of safe event layout, capacity, crowd flow, and production parameters
- Lead project team in determining site requirements for infrastructure and heavy equipment, including but not limited to: fencing, toilets, tents, trailers, forklifts, staging, power, golf carts/gators, traffic and waste management supplies
- Create production schedule for all site and production suppliers and communicate this along with changes to all suppliers and internal team
- Strong On-Site Production management skills and leadership of site crew and production suppliers through scheduling, training and deployment
- Manage event production and site budgets and ensure communications with Event Producer and client on budget variances through clear reporting and post-event reconciliation
- Strong ability to support partnership team in delivery of onsite sponsor activations, including all production and FF&E requirements
- Ensure that timely and effective communication takes place between you and BRANDLIVE staff, project teams, clients, sponsors and suppliers.
- Work collaboratively and lead all crew by example through proactive and positive problem solving and issue management onsite.

### **Knowledge, Skills & Abilities:**

- Experience in production management of sporting events, races, runs, conferences, concerts, festivals or corporate events
- Experience in VectorWorks or AutoCad
- Advanced Skills in Microsoft Office, Working knowledge of Adobe Creative Suite
- Strong attention to detail, desire to take initiative and proven leadership ability
- Excellent communication and interpersonal skills

To apply:

Please send your resume & cover letter, along with an example of an event industry production trend you're excited about to:

[hr@brandlivegroup.com](mailto:hr@brandlivegroup.com)