

# BRANDLIVE

## We're Hiring!

With an exciting and busy few years ahead, our team is expanding! We are looking for a full-time Production Manager to join our dynamic team.

Are you adept at multi-tasking, adaptable and passionate about learning and growing? If you love nothing more than working as a team to solve problems, you may be the new Production Manager we're looking for.

## About us:

BrandLIVE is a Vancouver-based event production company specializing in award-winning events, content-driven conferences, strategic brand activations, and impactful galas. We believe in choosing what is right over what is easy, giving back to our community, and creating a culture where people can thrive. Through the events we produce, we aim to inspire meaningful connections, drive innovation, and enrich the world in which we live, work, and play. We take pride in creating a vibrant work environment where our team can perform at their best and realize their full potential.

## You:

You are a team player. You are motivated, organized, and thrive on collaboration. You are ambitious, passionate about live events and possess a keen eye for detail. You have experience with various live events (such as theatre, festivals, fairs, corporate, or sporting events), and are excited to expand your skills and grow in a position offering plenty of opportunity and support. If this sounds like you, then this might be the role you've been looking for!

## Responsibilities:

- The Production Manager will collaborate with our Event Producers to help our client's vision come to life.
- Create event-specific floor plans and/or site plans with consideration for safe event layout, capacity, crowd flow, production and site infrastructure requirements.
- Collaborate with the project team to determine and deliver all production + site requirements.
- Create the production schedule for all site and production suppliers and communicate this to all suppliers and the internal team.
- In collaboration with the Operations Manager, lead and manage site crew and production suppliers onsite.
- Manage event production and site budgets and ensure clear communication with the Event Producer on budget variances.

- Support the sponsorship team in the delivery of onsite sponsor activations, including all production and operational requirements.
- Work collaboratively and lead all crew by example through proactive and positive problem-solving and issue management onsite.

#### Knowledge, Skills & Abilities:

- Experience in production, site logistics, or operations of sporting events, races, conferences, concerts, festivals, corporate events, or theatre
- Excellent organization, communication and interpersonal skills
- Strong attention to detail, desire to take initiative and proven leadership potential
- Advanced skills in G Suite & Microsoft Office (Excel)
- Experience in VectorWorks or AutoCAD is an asset
- Working knowledge of Sketchup and Adobe Creative Suite is an asset

#### Growth + Learning Opportunity:

We're committed to providing training to support a candidate's growth within this role. We will offer hands-on learning opportunities through exposure and mentorship at various events as well as formal training, including;

- CAD
- Public Safety + First Aid
- Creative Suite + Adobe
- Heavy Equipment

#### Work Environment

BRANDLIVE has a hybrid work model. Two to three days a week, we work together in the office in Vancouver (and as needed during busier project periods), and the remaining days, we work remotely from home. We also do evening and weekend work for events as needed.

#### Salary

Salary Range between \$80,000 and \$95,000 per year, depending on experience.

#### Start Date

May 2024

#### Perks and Benefits

In addition to a competitive salary and flexible work arrangements, we offer a monthly phone and extended health allowance. In addition to banked time off and annual vacation allowances, we provide a paid two-week office closure each year over the winter holidays and host multiple team-building events throughout the year for our staff.

To Apply

Please send your resume to [hr@brandlivegroup.com](mailto:hr@brandlivegroup.com) with "Production Manager" in the subject line. In your email, please tell us about a favourite event you've worked on, your role, and why it was memorable.