

Location: London

Job Type: Permanent

Hours: Full time and varied working 5 days in 7.

Salary: Circa 40k

Due to continued expansion and development, Production Plus are recruiting a dedicated In House Account Manager for a significant events venue in London.

Production Plus is a long-established company of 38 years. We host an array of event technical support services under one roof. Set, staging, video, audio, lighting, rigging, digital media, entertainment and more. We are a busy, personable company with our head office and warehouse based in Hertfordshire. Production Plus offers a platform for exceptional staff to move and progress through its management structure. No two days are the same and this role will keep you captivated. You will have the opportunity to work with high profile clients and piece together their creative events. You will be a part of our organisation with help and support in all areas.

Main roles will include:

- Being the “go to” source of production related information for the client organisation
- Forging strong, positive relationships with venue staff and clients alike
- Maintaining a thorough understanding of how the venues are sold and how they operate
- Daily site visits and client correspondence
- Quoting and pitch preparation, document submission, handling and processing artwork, booking external suppliers.
- Managing Assistant Manager and our incoming teams of P+ staff
- Project management of events
- Delivering a consistently high standard and efficient service to clients and venue

We are looking for a personable character that enjoys finding solutions to client’s requirements with a proven track record in a similar capacity. Someone who has a strong technical background, excellent personal appearance and a flexible attitude will be perfect for this role.

You must have:

- Experience with client-facing situations
- AV Equipment knowledge across all areas with a firm grasp of the principals of audio-visual technology. (Sound, video, lighting, rigging, scenic and entertainment)
- A full understanding of our services
- The ability to perform to a high standard under pressure
- A proven track record in the industry of 5+ years
- Excellent communication skills
- The ability to manage new clients, establish their wants and needs, manage their expectations and provide solutions as appropriate
- A sense of creativity
- The flexibility to work remotely, as part of a small team and also as part of a larger company

Please send your CV and covering email to recruitment@productionplus.co.uk