

Title: Assistant Production Account Manager

Location: Central London

Job Type: Permanent

Hours: Full time

Salary: 25k – 35k dependant on experience

Due to continued expansion and growth, Production Plus have identified a requirement for an Assistant Production Account Manager. 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 and further office space in central London. 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.

Main roles include:

- + To support the Account Manager across all areas as required
- + Setting up of AV
- + Being the main point of contact for clients on events where necessary
- + Taking a lead role in small events where a production manager has not been specified
- + Organisation and guidance of freelance and/or local crew
- + Liaising with the onsite line manager and venue
- + Assisting with onsite venue support
- + Supporting third party production companies in their event run up and build where contracted to do so
- + Stock control of onsite equipment and consumables
- + Reporting and tracking faulty equipment through repair or replacement
- + Delivering a constant high standard and efficient service to clients and venue
- + Providing cover in the absence of the Manager
- + Manage the main account enquiry inbox and respond where appropriate
- + Meeting clients for site visits to gain an understanding of their requirements and suggest the best possible solutions
- + Generate quotations and proposals for events based on client requirements
- + Submit production requests on successful confirmation of events
- + Obtain client billing information and submit approved quotes for invoicing
- + Make purchases or organise cross hires for events in line with client requirements
- + Manage and approve artwork where necessary
- + Any other duties as required by your line manager or business

We are looking for a personable character that enjoys working within events & finding solutions to client's requirements. Someone who has an excellent personal appearance and a flexible attitude will be perfect for this role.

You must have/be:

- + A minimum of 2 years' experience in a live event capacity
- + A firm understanding of our services.
- + Experience with client-facing situations
- + AV Equipment knowledge
- + A good understanding of live event sound, be able to use digital mixing desks
- + An ability to work under pressure and prioritise effectively
- + Strong fault finding skills and an ability to provide work around solutions where necessary
- + A good base knowledge of event lighting and video systems
- + Reliable and trustworthy
- + Excellent communication skills both written and verbal