

MAGIC NUMBER

Production Manager Role

We are looking for a talented and motivated Production Manager to support the Senior Production Manager in overseeing all production requirements within Magic Number. This role will be essential in liaising with production suppliers and collaborating closely with campaign managers and directors to fulfill creative design and build needs for each campaign and experience.

Your Responsibilities will include:

- Managing and supporting the entire build process for each campaign
- Collaborating with the campaign manager on creative design and build practices, ensuring accurate costings.
- Attending client meeting and site visits required.
- Overseeing budget for each assets production, in line with approved designs.
- Coordinating suppliers for each asset across multiple campaigns.
- Communicating timelines to campaign managers and ensuring deadlines are met.
- Managing the end-to-end process, from design and creation to onsite delivery.
- Closely tracking and managing assigned budgets and expenses.
- Understanding asset design requirements for different environments.
- Supporting onsite builds to meet specified requirements.
- Creating detailed build plans and health and safety documentation.
- Managing onsite crews, suppliers, and sub-contractors.
- Supporting the Senior Production Manager with tasks and campaigns.

You will need:

- A minimum of 3 years' experience in event production and build.
- A solid understanding of all technical aspects of live event production, including sound, lighting, rigging, and brand activations.
- A clean driving license (required).
- Proficiency in Microsoft Office programs.
- Willingness to be away from home for extended periods.
- A proactive approach to going above and beyond for clients.
- Ability to thrive in a fast-paced environment where multitasking is essential.

w. www.wearemagicnumber.com **e.** info@wearemagicnumber.com **t.** 0117 325 8959

We Are Magic Number Ltd. Registered in England & Wales

Company Number: 11724691

Registered Address: 6 Pritchard Street, Bristol, BS2 8RH

MAGIC NUMBER

Place of work

THE MAGIC HUB (Warehouse)

Units 1 -2, Fernhurst Road
Bristol, BS5 7FG

MAGIC NUMBER (Headquarters)

6 Pritchard Street, Bristol, BS2 8RH

Pay: Competitive Salary (dependent on experience)

Overtime is calculated on event days only, at a pro-rata basis.

Hours: 8am to 5pm (Monday to Friday), however during busy period there will be expectation of working evening and some weekends.

Benefits:

- 20 days holiday per year + Bank Holidays
- Per diems on events
- Get to go to the UK's premier festivals and events
- Social and team days
- End of season party
- 2 weeks close for Christmas (not included in your holiday allocation)
- Pension Contributions
- Gym Membership up to £15

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