



Job: (local) Production Events Manager  
Location: Carbondale, Colorado  
Position Type: Full Time

Production Event Managers are responsible for managing the production process, including the development and management of the budget and work breakdown structure from project inception through project closure. You will be responsible for ensuring the project is produced safely and structurally, on time and within budget. This is done in conjunction with achieving the creative objectives of the proposal, meeting financial objectives, and maintaining high quality standards.

Production Event Managers are responsible for producing medium to large scale projects across all disciplines (exhibits, special events, corporate meetings, weddings, live shows, experiential marketing, permanent installations, and tradeshow), as well as providing professional guidance to less-experienced members of the Production Management Department. Production Event Managers regularly interface with leadership, sales, design, engineering, fabrication, operations and account management. Additionally, interaction with outside vendors and clients is required.

The successful candidate is confident, assertive and capable of multi-tasking and meeting demanding deadlines. Candidate must be a proactive, independent worker who can thrive in a fast-paced environment. Candidate must be able to work independently or as part of a team and must have the ability to give direction, delegate, and have a high sense of detail and organization.

**Key Job Responsibilities:**

- Identify the costs of producing the job, develop the budgets and submit costs to sales for proposal development
- Create account information and build out estimates, proposals and opportunities within the production event software IntelliEvent
- Establish, publish and manage a realistic timetable that reflects the critical path
- Produce all elements and distribute with approved drawings to appropriate departments
- Facilitate solutions to production issues with the production staff that could lead to cost overruns
- Support the account manager in facilitating the continuity of information flow between departments throughout the production process
- Attend all job specific meetings and conduct any meetings necessary outside the defined workflow to facilitate the production process
- Conduct site surveys if needed to verify accuracy of venue information
- Write purchase orders for the procurement of subcontracted rentals or special materials
- Work with sales, operations and any contract labor during the production process and periodically review the status of work to maintain proposal, design and budgetary objectives
- Work with operations to develop an efficient on-site logistics plan for schedules, installation, strike and load out



- Ensure the plan meets the budget objectives as well as achieves possible revenue growth and the high quality standards established by the company
- Ensure accurate and timely setup, operation, and breakdown of intermediate technical equipment
- Ensures equipment is secure from theft and/or damage when in use
- Troubleshoot technical issues and resolve problems quickly as they arise
- Complies with all Company security and safety measures
- Perform other duties as assigned and deemed necessary under the direction of the General Manager, Executive Producer and Account Manager

**Job Qualifications:**

- Minimum of 5-10 years of related experience in exhibits, special events or technical theater production or project management
- Demonstrate a working knowledge of current production procedures, materials, and installation methods unique to our business
- Ability to read and interpret technical drawings
- Excellent professional written and verbal communication skills to effectively communicate with personnel, venue staff and clients when needed
- Excellent working knowledge of windows and google based computer systems and software including Microsoft Office, Google Suite, Lasso, Humanity, IntelliEvent, Quickbooks
- Experience with estimating and project management software is a plus
- Ability to travel up to 50% may be required

**Competencies:**

- Ownership
- Teamwork
- Collaboration
- Safety and Security
- Financial Acumen
- Drives Quality Results
- Manages Teams and Expectations
- Situational Adaptability