

## Production Manager

**Title:** Production Manager

**Job Type:** Salary/Full Time Exempt

**Pay:** DOE

**Industry/Comparable Work Experience:** 3 years minimum in Event Industry with proven program and staff management experience

**Education Level:** Bachelor's Degree preferred or equivalent industry experience

Vanguard Events is looking for an energetic, positive, hard worker to join our team. The Production Manager works between the Event Design and Warehouse teams to produce, install and strike memorable and unique events on time and in budget. The Production Manager is responsible for the successful completion of all duties and responsibilities while maintaining a high level of quality, safety and professional communication throughout the process.

Vanguard is small company, and as such, we require flexibility and drive in a successful candidate. We offer above average compensation, full medical and dental benefits and paid vacations as part of our employment package. Persons with high achievement standards and a desire for excellence will be most valuable as part of our team.

## Duties and Responsibilities

- Create and manage production schedules for all event's produced by Vanguard Inc, including coordination with venues and other vendors
- Responsible for site plans, Vectorworks scaled drawings of event site, and site visits as needed
- Manages and submits all forms related to the load in and out of events at area venues throughout the PNW (loading dock forms, security clearances, power and water plans, garbage and restrooms and various other infrastructure plans as needed)
- Responsible for creating staffing plans though the Admin Specialist, connecting the needs of the décor and design teams with that of the warehouse and build teams to ensure a successful and timely set up and strike of events within allowed time frames
- Responsible for managing production budget as given by Event Manager, including tracking of expenses and demonstrating best practices to create value for money spent
- Works with various on-call and temporary event staffing agencies to ensure successful event sets and strikes
- Orders and manages all equipment vendors for events including but not limited restrooms, power, lighting, furniture rentals, hard rentals, tents, heavy equipment, etc.
- Responsible for all expense tracking and invoice submission of outsourced vendors
- Leads production meetings with clients, various vendors, event venues and Vanguard team establishing the production flow for events, looking for inconsistencies and troubleshooting solutions along the way
- Onsite manager for medium and large-scale events, directing vendors, technical teams and o/c staff to ensure a timely set and strike of events

This position requires an energetic and motivated person who has the following skills:

## Required Skills

- 3 years minimum working in the event industry
- Able to problem solve and troubleshoot
- Self-starter and independent worker with attention to detail
- Extensive knowledge of Vectorworks 2019 or similar AutoCAD programs

- Experienced in Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Hold a valid Washington State Driver's License and have a good driving record
- Ability to drive a 26' truck
- Knowledge and experience using heavy equipment (scissor lifts, boom lifts, forklifts, etc.)
- Must be dependable, enthusiastic, and energetic with the desire to work hard
- Ability to take initiative and prioritize tasks; excellent communication, organizational, time management, problem-prevention and problem-solving skills are essential
- Professional, neat appearance and demeanor
- Must have the ability to work well with others on a team

## Desired Skills

- Knowledge of construction methods and various trades such as scenic walls, prop building, and set design
- Ability to run CNC machinery
- Google Sketchup or similar rendering programs
- Graphic Design or similar art background a plus
- A blend of technical and creative talents that lend support and inspiration in a highly creative team environment

## Physical Requirements

- The position requires frequent sitting, standing, walking, crawling, kneeling, climbing, squatting, bending, twisting, reaching above and below the shoulder, pushing, pulling, lifting, carrying, fine manipulation, power grasping, simple grasping, repetitive use of hands, keyboard use, mouse use, and the ability to lift a minimum of 80 pounds unassisted

## Job Considerations

- Must have a flexible schedule and be able to work nights and weekends if requested. Often events are scheduled around weekends and evenings. An open schedule is mandatory to the position.
- As workflow's are based on scheduled events, the flexibility to support warehouse and carpentry teams as needed is essential and expected

## Vanguard Events

Vanguard Events is a team of incredibly talented and innovative professionals dedicated to achieving our clients' event production and planning goals. From creative direction, custom fabrication, enchanting entertainment and extraordinary event design, we are resourceful and conscientious, and we take great pride in creating authentic event experiences. Visit [www.vangardevents.com](http://www.vangardevents.com) to learn more.

**To apply, please e-mail your resume and a brief explanation about why you would like to be a part of the Vanguard Events team to [vanguard@vangardevents.com](mailto:vanguard@vangardevents.com). No phone calls please.**