**London Borough of Lambeth**

**Job Description**

**Job Title:** Event Productions Manager

**Division:** Environment and Streetscene

**Grade:**  PO5

Responsible to: Head of Events and Filming

**Responsible for:** 1 x Event Productions Coordinator plus agency staff as necessary

# **Main purpose of post**

1. To manage the safe project delivery of the annual Lambeth Country Show working in conjunction with key stakeholders, supporting staff and the wider events service team.
2. Assist the Council, Cabinet and Senior Management Team on matters relating to event production services for internally and externally commissioned events.
3. To take a production approach to all aspects of event delivery, advising stakeholders, partners, internal and external agencies and other services within the authority.
4. To facilitate, organise and manage a culturally diverse sustainable programme of outdoor events within the boroughs public parks, open spaces and highways from inception to completion.
5. To develop and manage event productions services in order to ensure the best possible practice and that all events are delivered in accordance with council policies and objectives.
6. To support work with and increase revenue from clients through event concession sales, advertising and sponsorship for events
7. To manage and develop client accounts, new business leads and relationships ensuring high standards are maintained at all times.
8. To manage an achieving event productions team including team meetings, staff motivation, key performance indicators, staff appraisal and reviews.
9. Regular work onsite and offsite in parks, open spaces, highways and indoor venues is required during evening and weekends and on call as required.

# **Responsibilities**

1. Support and deputise for the Head of Events and FilmingFilming on all matters relating to service provision and developing sustainable event models. Act as production point of contact for events that impact the borough.
2. Take production lead and responsibility for the delivery of the Lambeth Country Show, event production management of complex and diverse commissioned events within the boroughs parks, open spaces and public highways. Deal with work of high complexity and technical management to ensure successful and safe delivery of all projects.
3. Responsible for the management of all onsite and offsite contractors, freelancers and use of all plant machinery and materials obtained through the tendering and contract of supplies and services.
4. Responsible for maximising revenue generation and manage potential sales opportunities from public and private bodies, charities and trusts for the annual programme of events, highlighting those that should be progressed. Creating new potential income opportunities for the event and contributing to the wider events team income target.
5. Identify areas of potential growth and gaps in current production delivery using creative solutions to bring a wide range of produced and commissioned events across Lambeth with minimal risk to the council.
6. Develop a comprehensive understanding of the market to identify new potential clients and make intelligent proposals to clients. Continually developing new business and building long-term relationships with existing clients.
7. Create and develop sustainable event design, communications and marketing to support the event promotion, income generation and corporate communication campaigns. Coming up with innovative ways of exploiting Council assets across the borough.
8. To meet with prospective and existing clients face to face and provide advice, creative design, professional event support and guidance on complete event production process.
9. Oversee and highlight areas of funding, training, work experience and volunteering opportunities for event productions and wider events service.
10. Continually assess the production delivery process and feedback received from it, consider creative ways of continuing to develop the process to ensure it works for all users.
11. To ensure all relevant documentation is delivered as required in relation to both internally organised and externally organised events. Managing priorities to ensure events are delivered. Managing workloads for the team especially where clashes occurs and recognising how priorities may be needed to be re-examined where necessary to deal with changing workloads.
12. Responsible for ensuring that all relevant contracts, terms and conditions are rigorously enforced at all times. Adhering to the events strategy and ensuring all clients are aware of the principle codes of practice and guidelines. Constantly monitor and update as new legislation is introduced.
13. Maintain up to date awareness of all current legislation covering the safe delivery and management of outdoor public events and other issues within the area of responsibility. Take appropriate action where necessary including reporting to the Head of Events and Filming and senior management, in appropriate cases.
14. Co-ordinate and report regularly on event production matters to the Head of Events and Filming and other senior personnel. Ensure draft reports, assessments and service-related documentation in an accurate, accessible and available format.
15. Enable and engage a coherent and decision making process across a number of detailed event management matters and ensuring sustainability and environmental feasibility.
16. Responsible for monitoring and evaluating production service standards, pre and post event evaluation and recommendations based on collated information gathered from lessons learned to help form a foundation for a successful and sustainable service delivery.
17. Ensure that venues are regularly assessed for any technical, production and logistical requirements to assist with the delivery of events including but not limited to the appropriate licences, consents and permits where applicable.
18. Liaise with colleagues and appropriate officers around council services on technical production, environmental and regulatory matters relating to events. Ensure the impacts from events taking place are understood and the consequences dealt with in consultation with colleagues and ensure it is communicated to relevant parties. Work with community groups to ensure an established working relationship around the use of parks, open spaces and highways for events.
19. Deal with queries in writing, by telephone and in person relating to Borough events, including correspondence with elected Members, MP’s, FOIs, community groups and residents as required. Understand the need for discretion when dealing with commercially sensitive enquiries and requests for information. Ensure that others who may have access to this information are also aware of the need for discretion.
20. Responsible for ensuring all database and systems are kept up-to-date and developed accordingly to ensure the highest possible management and practice standards are set and maintained.
21. Manage permanent and temporary staff, each with responsibility for events throughout indoor and outdoor venues. Provide excellent people management ensuring staff are trained and developed to deliver the work and that good working practices are in place.
22. Onsite and offsite management of contractors and freelancers. Support the work of the Events Team on all works relating to events. Report all staff management issues to the Head of Events and Filming.
23. To monitor budgets, income and expenditure and give regular updates to the Head of Events and Filming. Ensure the council’s financial procedures are complied with by the Event Productions Team. Ensure a record is maintained of all monies received by the department. Make sure protocols are in place to ensure the safe storage of such monies until they can be banked.
24. Lead events officer for the tender process for the procurement of consultancy and contractor services relating to event productions and make recommendations for contract award decisions taking full consideration of procurement methodology to ensure value for money and compliance with standing orders and procedures.
25. Monitor, retain and renew contracts, where necessary, for all suppliers relating to event productions whilst adhering to the Council’s contract management protocols. Working with external suppliers and contractors to ensure the Council can achieve value for money and positively impact outcomes.
26. To carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health & Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, Standing Orders and Financial Regulations.
27. To take appropriate responsibility to the post for tackling racism and promoting good race, ethnic and community relations.
28. To clearly understand and manage the complex political sensitivities and the cultural, environmental and political impacts of public events in regards to delivering the service and being able to effectively provide advice and information to senior officers, elected members and community members.
29. Represent the Council and Events Service at external and internal meetings, including but not limited to London Events Forum, Licensing Committee Meetings, where appropriate, and SAGs. Oversee the Events Team acting as secretariat for the Lambeth Events Safety Advisory Group as required.
30. To fully participate in recruitment and selection processes and in disciplinary, grievances and other enquiry panels as required.

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It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Two Ticks” (✓✓) on the person specification when you complete the application form.

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|  | Person Specification |  |
| **Qualification** | **Educated to degree level or equivalent**  Evidence of ongoing professional development, including relevant high level academic and/or professional qualifications.  Membership of relevant professional organisations  Willingness to work towards continued professional development | **Required**  Desired  Desired  Desired |
| **Knowledge** | **Detailed and extensive knowledge of technical event production and management of large complex outdoor events, indoor events and other cultural activity.**  **Detailed and extensive knowledge of legislation relating to public events**  **Detailed and extensive knowledge of project management, procurement, contract management and financial budgeting.**  Knowledge of key contacts within the outdoor and corporate event industries.  Developed knowledge and understanding of event market trends, events legislation and practices. | **Essential**  **Essential**  **Essential**  Required  Required |
| **Experience** | **Successful track record of organising, managing and delivering large scale, complex public events as lead officer.**  **Experience of identifying and leading on the development of new business and potential opportunities that have resulted in dramatically improved revenue outcomes.**  **experience of commercial income generation and development of sponsorship and funding programmes**  **experience of managing a team and direct line management of professionally qualified staff and contractors.**  **experience in stakeholder management and communication delivery**  Experience of operating effectively in complex and creative environments.  Significant successful experience of working in an environment where influence, negotiation and persuasion are significant levers to progress.  Experience of working directly and effectively with multiple communications platforms that lead to effectively implementing successful sponsorships campaigns.  Experience of operating effectively within a customer facing environment. | **Essential**  **Essential**  **Essential**  **Essential**  **Essential**  Required  Required  Required  Required |
| **Behaviours**   |  |  | | --- | --- | | **Focuses on People**  Is about considering the people who our work affects, internally and externally. Treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that’s our business. It’s about making our processes fit the needs of our people. | **Essential** | | **Takes Ownership**  Is about being proactive and owning our personal objectives. It’s about seizing opportunities, driving excellence, engaging with the council’s objectives, and furthering our professional development. | **Essential** | | **Works Collaboratively**  Is about helping each other, developing relationships, and understanding other people’s roles. It’s about working together with colleagues, partners, and customers to earn their respect, and get the best results. | **Essential** | | **Communicates Effectively**  Is about how we talk, write and engage with others. It’s about using simple, clear, and open language to establish positive relationships with others. It’s also about how you listen and make yourself open to conversation. | **Essential** | | **Focuses on Results**  Is about ambition and achievement. It’s about orienting ourselves towards the end product and considering the effect of our service. It’s about making the right impact, having the right result and changing things for the better | **Essential** | | | |