Operations and Production Senior Manager

Responsibilities

- To lead the production function while ensuring seamless execution of events/projects alloted.
- To take complete ownership of events/ projects being undertaken for execution thereby meeting client's expectations
- Work as a catalyst between the project head & design team to understand client requirements and execute them thoroughly with finesse
- Should co-ordinate with design team in preparation of layouts, dimensions post recee as well as working on set designs after finalization
- Ensure quality as per company's standards in operational output of work with proper & timely pre-event planning
- To co-ordinate with active vendor base on-board as well as strategically appoint new vendors to ensure service quality standards & deliverable's as per each event's requirements
- To ensure that proper negotiation is done with vendors chosen for a particular event & that their deliverables are managed efficiently.

Desired Skills & Requirements

- Candidates with knowledge of onsite management of Conferences, Exhibitions, Awards will be preferred
- Should have a decent expertise in terms of handling technical or construction related challenges effectively during setups or during the show
- Periodic reporting like balance receivables, vendor pay- outs should be undertaken
- Should maintain accuracy in documentation, costing sheet and submitting event wise budget worksheet pre & post event

Experience: 5 + years of experience in the events industry

Location: Mumbai – Andheri (West)
Remuneration: As per Industry Standard
Qualification: A masters/diploma in event management/media
Industry: Events and media industry would be desirable

Interested candidates can drop your resume at **hr@risingevents.com**

Production Manager - Events & Activation

Minimum Experience - Minimum 3 Years in the same industry and role

Job Description:

-Planning & Managing all Production & Operation requirements

-Should have well versed with technical knowledge, measurements, materials

-Costing & Budgeting on excel.

-Vendor identification & Management

-Dedicated, Reliable & Honest

-Good command of English, Hindi & Bengali both written & spoken

-Providing leadership, motivation, direction, and support to your team

-Work closely with the CS team to understand event objectives.

-Should conduct internal meetings and plan the day

-Should be resourceful and identify reliable & right vendors.

Remuneration: Best in Industry as per experience.

Responsibilities:

• Managing and Leading a team

• Budgeting, creative supervision, quality control, delegating event-related tasks/roles to other team members, developing a plan of action, gathering updates, risk management (event-specific), and problem solving. This also encompasses the teams' day-to-day operations and back-office tasks.

• On-site supplier coordination, management of customer inquiries, and troubleshooting to ensure everything runs smoothly. On-site production and execution of the client brief in accordance with deliverables. Artists, contracts, logistics, and other talent are all managed.

• Establish and manage supplier relationships.

• Responsible for handling event projects independently, including end-to-end event planning and execution.

• Manage event projects on your own, including event planning and execution from beginning to end.

• Collaborate with the servicing team to meet client objectives.

- Securing venues, vendors, licensing, artists, and other support teams.

- Event budgeting and maintaining event profit and loss statement.