

Operations and Production Assistant Manager

Responsibilities

- Source venues and third-party vendors for operational and production aspects of event
- Build and oversee budget
- Work with internal teams on creative, design, etc.as per client requirement
- Responsible for planning, execution, creative production, profitability of the events, supervising, guiding and mentoring the team
- Prepare detailed recce report and standardize the format of the same
- Preparing detailed proposals for events including production timeline, venue & supplier details, legal obligations, staffing and budgets, ensuring execution of production jobs
- Manage team members with clear roles and responsibilities
- Coordinating between the departments to ensure the delivery of quality product/service.
- Providing post project reports and P&L statement.
- Crisis Management

Desired Skills & Requirements

- Knowledge of venues and vendors
- Highly collaborative, fostering strong relationships across all parts of the business and must enjoy learning/sharing knowledge
- Good communication, team handling skills, and process orientation
- Need to have good delegation skills, empower execution team development
- A high sense of urgency and ability to prioritize
- Creative, curious and entrepreneurial spirit- loves thinking of and executing new ideas
- Passionate about events and cares deeply about client experience

Experience: 4 + 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