

## Description

The Creative Production Manager leads and manages all pre-production and set up and breakdown of assigned events under the supervision of the Creative Director and in partnership with the Creative Coordinator and the Designer.

## Responsibilities

- Interprets the vision of the Creative Director as tangible design and décor while ensuring this vision fits within budget, venue, and production timeline
- Creates and updates all production-related documents including design notes, site visit notes, floor plans, production schedules, call lists, inventory requests and schedules as well as all other printed or digital materials used in production
- Sources, décor, linens, entertainment, stationery, welcome bags, etc. and obtains pricing and availability for needed all décor items
- Manages onsite setup, build, and breakdown of décor events; oversees all aspects of the venue, on-site decor vendors, and production staff
- Oversees all administrative tasks pertaining to assigned events: schedules and attends design meetings, vendor meetings, and site visits, submits all debits, purchase orders, and check requests in a timely manner
- Trains and supervises interns and décor staff required for events

## Requirements

- Bachelor's degree required
- A minimum of one to three years of experience in event production
- Strong organization, communication, and project/time management skills
- Knowledge of business and management principles involved in planning, resource allocation, production methods, and coordination of people and resources
- Ability to work under pressure, meet deadlines and prioritize multiple projects
- Self-motivated and results-oriented
- Strong attention to detail
- Possesses high work motivation, commitment, follow through, initiative, and achievement
- Some overtime, nights and weekends required
- Ability to lift objects up to 25 lbs
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook, knowledge of Illustrator and Open Tables preferred
- Works independently with some supervision

## Supervises

- Creative Coordinator, Production Staff, Interns, and Volunteers

This is a full-time in-office salaried position starting at \$45,000 annually