

JOB DESCRIPTION

Position: Mid Level Producer

Employment: Full Time | Permanent | 40 hours per week

Start Date: ASAP

Salary: £36-39,000 DOE and location

Working Location: Frome or London, hybrid (regular visit to Frome HQ required)

About us

We are Positive Experience, a brand experience production agency for all seasons, every scale, shape and type we can dream up. We create planet-positive experiences that leave people smiling.

We work with big names, up-and-coming growing brands and alongside agencies across a range of sectors from conceptualising, designing, producing and delivering full scale brand experiences.

About the role

We are looking for an experienced and talented Producer to join our team. This is a client-facing role managing the end-to-end delivery of brand experience projects - working through the Positive Experience team on mix of smaller and bigger brands and partner agencies, to lead projects from brief to reality.

As a Producer you will be the heart of what we do - a natural team player, with strong organisational skills, a keen attention to detail, and a way with words that keeps everyone in the loop and on the same page. Experience working directly with a range of clients is a must as this is the main focus of this role. You'll have experience in producing budgets quickly and concisely, and clearly explaining to clients what the project involves. You'll be driven by client retention and strive to work with clients to bring in future work and a long lasting relationship.

Projects will include festival and event activations, pop-ups, trade shows, sampling tours, bespoke asset conceptualising and a lot more..

Reporting directly to our Head of Client Services, you will take ownership of your own projects, building strong relationships with clients, suppliers and creatives to bring the ideas to life. You'll work alongside and within a strong team of creative and production managers and logistics teams to

deliver projects. This is an office/desk based role, you may have to go onsite occasionally but it is not a main requirement.

What you'll do

- Act as the main point of contact for multiple projects, building strong relationships with clients and cross-agency teams (PR, social, and content).
- Manage projects end-to-end, from initial briefing through to project wrap, managing changes or developments proactively and effectively.
- Create and maintain estimates, production schedules, timelines and briefs.
- Identify opportunities for developing client relationships.
- Collaborate with the creative and operations teams, briefing and delegating tasks effectively and keeping team members aligned and on track.
- Support the Technical Production Manager in sourcing, briefing, and managing suppliers and contractors.
- Manage the development and submission of show compliance and health & safety documentation (RAMS, PLI, and site drawings).
- Maintain excellent documentation and manage budget and forecast reporting.

Who you are

- At least 3+ years of event agency experience, with a strong background in managing multiple clients at the same time.
- Highly organised and dependable, a real safe pair of hands.
- Proactive, collaborative and self-disciplined and have a genuine team spirit and interest in production and the events industry.
- Excellent verbal and written communication, and strong presentation and negotiation skills.
- Confident in managing budgets and scopes and delivering projects profitably.

Nice to Haves

- Fluency in using Google Suite- especially slides and sheets
- Asana and Harvest are a plus.
- Bonus if you have existing knowledge of trade shows, exhibitions and outdoor live events.

Benefits

- Company laptop
- 20 days + Bank Holidays increasing +1 day for every year of service
- Christmas shut down on top of holiday allowance

- 2 days to volunteer a year to give back to your community
- Regular team building days
- Enhanced Parental Pay
- Pension Contribution
- Cycle to Work scheme
- Gym membership
- Company wide bonus scheme
- Company merch