



Seeking a highly motivated experienced event professional with technical expertise to join our team as Technical Production Manager .

About us:

Tarren is an ambitious and successful event production company located in Cheltenham, Gloucestershire. We have spent 20 years working on spectacular outdoor events and festivals, from pin sharp planning to delivery, it's creativity, expertise and hard work that's made Tarren.

What we do:

We offer a wide range of event solutions.

- Events & Festival management and production
- White label production support into event, media and creative agencies.
- Design & build services for experiential and brand activation events.
- Event Furniture Hire

Put simply, we use our vast industry knowledge and the team's expertise to create the best event solutions for our clients. We boast an exciting portfolio of prestigious clients in Cheltenham and beyond, plus our own in-house promoted events.

What do we want?

We are looking for a highly motivated, organized and dynamic and forward-thinking individual to join our team and take up an exciting position within our company. The right person for this role will have a good all round understanding of the technical elements of events including sound, lighting and power. You will have the opportunity to lead on some very diverse and exciting events, including our Winter events. As well as managing live events you will lend support to other areas of the business as and when required by the Managing Director. You will have excellent organisation and administrative skills as well as being prepared to work hard and get stuck into the live event world.

About your new role:

You will be working as part of our event production team at our HQ in Cheltenham, Gloucestershire. Located in the village of Bentham, our facilities include: offices, meeting rooms, workshop, outdoor working spaces, and an old orchard and paddock for that lunchtime walk or thinking space.

Duties will include, but are not exclusive to:

- Having an overview on all events and treating them all with the same level of care and attention
- Practicing excellent time management to meet deadlines and exceed client expectations
- Creating robust event budgets and quotes within a timely manner
- Attending new business pitches with our new business manager and developing ideas and concepts for pitching.
- Writing accurate production schedules.
- Site Managing, running live events, installing technical equipment at all our shows.
- Participate in weekly team meetings to ensure good communication throughout the team
- Always representing Tarren Production Ltd professionally and respecting our clients
- Planning, loading, driving for (where necessary) and managing your own live events for clients
- Help out with builds in the workshop if needed
- Ensure that technical equipment is maintained and ready for use on live events
- Planning logistics, van movements & booking local crew where required.

About you:

Ideally you will have a minimum of 2 years experience within the events industry and will have been involved with a variety of different events and have knowledge of brand / sponsor activations. This role does require a specialism in the technical side of events and requires knowledge for site delivery, sound, lighting and power.

- You will be a superb multi-tasker pulling together the needs of multiple events all in varying planning / live stages at the same time.
- You will be an inspiration to your colleagues with regards to productivity and your proactive behaviour
- You will have excellent skills in Word and Excel and will be confident using both Mac and PC to a high standard.
- Some design skills would be very helpful, but not essential.
- You will have excellent communication skills to build good rapport with clients, suppliers and colleagues, and work well in a fast-paced team
- You will have the ability to work under pressure in a fast-paced environment
- You won't be afraid to 'muck in' when needed (lifting, carrying etc)
- You must be prepared to help out in all areas of the business where needed.
- You have to be honest, come with a positive attitude, and plenty of initiative.

The Important bit:

Location: Based in our office in Cheltenham, Gloucestershire. (also on location at events where necessary, and will involve some evening and weekend hours, especially around our Winter events).

Contract: Full time, 40 hours / week. (6 month initial probationary period).

Dates: Applications to be received by 5pm on Friday 17th June

Interviews between 24th – 30th June

Start Date – (Flexible for the right candidate).

Salary: £30,000 - £33,000 (dependant on experience).

CPD: Opportunities for personal development dependant on business need

Please send CV, a covering letter detailing why you think you are suitable for this role and two references** by email to jobs@tarrenproduction.co.uk

Please put your name and “Technical Production Manager job” in the subject field

www.tarrenproduction.co.uk 01242 806778

** all references will be taken at interview stage, please notify us if any are sensitive.