Brighton Dome and Brighton Festival
JOB DESCRIPTION

Job Title: Event Production Manager (fixed term, annualised hours)

Responsible to: Head of Production

Responsible for: N/A

Department: Production

Hours: 504 hours in total for a fixed term annualised contract from 11 Jan – 27 June (24 weeks), equivalent to 21 hours per week average, 0.57 FTE.

This total includes 440 working hours and a total of 64 hours annual leave.

Job Purpose

The Event Production Manager will be responsible for ensuring the smooth running of technical operations across Brighton Dome for specific shows and events of varying art-forms and corporate events.

This role will focus on events outside of Brighton Festival, with peak work expected in February, April and June.

Key Responsibilities

Financial & Staff Management

1. Ensure all event operations and venue management are executed to the highest professional and safety standards, in compliance with legal and organisational requirements.
2. Collaborate with the Programme team, CPE team and all others, to manage and reconcile budgets. Keep open communication around changes and constraints, and escalate budgetary concerns to Head of Production.
3. Negotiate event recharges with promoter or clients, in collaboration with internal colleagues. Ensure all recharges are reflected in Artifax within 24 hours of the event. Review staff rotas to ensure events are adequately staffed and align with event budgets.

Operational Management

7. Lead the advancing of allocated events, ensuring high standards, adherence to budgets, and Health & Safety compliance.
8. To investigate feasibility of shows before allocations, as requested by the Head of Production, for both the Brighton Festival and year-round programme.
9. Ensure visiting companies receive excellent customer service, ensuring a good event handover to technicians and being present for briefings / available as needed during events.
10. Ensure all events are executed within budget, technical feasibility, and licensing and scheduling parameters.
11. Plan and manage the allocation of equipment and staff resources for each event to ensure optimal support throughout.
12. Liaise with visiting companies to adapt their production needs to the realities of the venue and budget, finding practical and creative compromises where necessary.
13. Oversee timely and budget-compliant procurement and return of additional technical equipment in collaboration with technical staff; build relationships with suppliers for cost efficiencies.
14. Attend site visits, production meetings, and departmental planning sessions; support and liaise with Producers, Creative Learning, and wider BDBF teams.

Communication

18. Build strong internal and external relationships with event bookers, and suppliers ensuring technical requirements are assessed and achievable.
19. Prepare accurate quotes and staffing/equipment forecasts for events; update Projected Business Reports (PBRs) regularly.
20. Promote effective communication across departments via meetings, notes, risk assessments, and documentation such as Ops Notes and Turnaround Notes.

Health, Safety, and Licensing

21. Ensure all operations are fully compliant with UK Health & Safety legislation, licensing requirements, and venue safety protocols.
22. Liaise with licensing bodies, safety officers, and emergency services when required.
23. Manage all aspects of safety for your team and collaborators, including the implementation of risk assessments, safe working systems, emergency procedures, and proper equipment use.

24. Ensure comprehensive risk assessments are in place for every event and all production department activities.

General and Strategic

25. Provide out-of-hours support as needed for emergencies or events, ensuring sufficient staff supervision at all times.
26. To promote equality and diversity, both by applying organisational policies as a manager and by considering the experience of artists and audiences within our venues.
27. Play an active role in the broader organisational management team and contribute to fostering a professional and positive workplace culture.
28. To identify and implement strategies to support the organisation's sustainability objectives.
29. Undertake any training required by the Head of Production.
30. Perform other duties as reasonably requested.

PERSON SPECIFICATION

Essential:

- Substantial experience in production management within a multipurpose arts or conference venue.
- Proven ability to lead teams and deliver a broad range of events including music, dance, circus, and conferences.
- Experience with staff training, scheduling across multiple venues, and motivating teams in dynamic environments.
- Excellent communication and leadership skills, with the ability to inspire confidence in internal and external stakeholders.
- Strong organisational and multitasking abilities with a calm, decisive approach under pressure.
- Knowledge of Health & Safety legislation and best practices in risk management.
- Expertise in professional stage machinery, sound, lighting, and AV.
- High level of computer literacy, including Microsoft Office and AutoCAD.

Desirable:

- Experience using Artifax
- Degree in Technical Theatre or equivalent
- IOSH Managing Safely certification or similar H&S qualification
- Broad appreciation of the arts
- Valid driving licence

Salary & Terms

- **Salary:** £34,000 per annum FTE
- **Hours:** 504 hours in total for a fixed term annualised contract from 11 Jan – 27 June (24 weeks), equivalent to 21 hours per week average, 0.57 FTE. Hours will be flexible across this period according to demand of shows, with peaks expected in April, May and June.
- **Annual Leave:** 64 hours annual leave, which is the pro rata allocation of 25 days + UK Bank Holidays
- **Evening and weekend work is required**

November 2026