

Job Description
EVENT PRODUCER / PRODUCTION ASSOCIATE

Reports to: General Manager (may report to Program Manager)

Summary of Role:

We believe that driving positive business results goes hand in hand with the design and delivery of thoughtful, inspirational and flawlessly planned events. The Event Producer is responsible for working with the Program Manager in planning, coordinating and ensuring the successful delivery of special production events.

Measurements of Success:

- Client satisfaction and positive feedback reports
- Events delivered on or under budget for clients and profitability targets achieved
- Positive feedback reports from supplier partners

Responsibilities:

- Performing at all times in keeping with Rare Indigo's core values.
- Client relations management related to assigned events.
- Development of creative event concepts, budgets and presentation to clients.
- Planning and arranging all client event elements which may include (but not be limited to): venue management; catering oversight; audio-visual planning and coordination; stage management; entertainment management; theme development and décor planning; speaker management.
- Event budget management.
- Oversee the work of all suppliers and staff involved in the setup and production of the event.
- Overseeing the delivery execution of all event production elements arranged by Rare Indigo and preparing seamless event schedule documents to ensure all members of the event team are setup for success.
- Crisis management – creative solution – contingency development.
- Maintaining and furthering positive supplier partner relations for the success of client events.
- Upholding Rare Indigo's and our client's service standards and expectations within our marketplace.

Required Skills and Attributes:

- Minimum of 2-3 years of event experience in production, hotel, hospitality or entertainment industry.
- Professional communication skills and confidence in working directly with clients.
- Ability to communicate creative concepts to clients.
- Strength in planning and successfully executing special event logistics.
- Ability to multi task and to work effectively in a team environment with creative personalities, changing priorities, fluctuating pressures and significant deadlines.
- Detail oriented with proven problem solving abilities and decision making capabilities.
- Confident and able to quickly address issues/concerns in a pro-active manner; problem-solver.
- Ability to manage and develop budgets with cost containment acumen.
- Ability to negotiate, elicit buy-in and foster a team approach.
- Imaginative, creative and "out of the box" thinker.
- Technology literacy.
- Positive, "make it happen" attitude.
- Ability to work independently and to be self-motivated.
- Event production knowledge.
- Agreeable to working later nights, weekends and erratic schedules as business needs require.