

## Job Description

<b>Job Title:</b>	Technical and Production Planning Manager
<b>Reports to:</b>	<b>Venue &amp; Technical Manager</b>
<b>Job Location:</b>	BAFTA 195 Piccadilly
<b>Start Date:</b>	<b>asap</b>
<b>Salary</b>	£35,000 circa
<b>Contract Type:</b>	<b>FTC</b>

### Job purpose

Working day to day with the Events sales and delivery team in a client-facing position the successful candidate will be responsible for the technical sales of the business and brand development across our newly refurbished venue. Preparing proposals for prospective clients, explaining and upselling the technical capabilities of the space will be second nature to you. Attending pre sales show rounds and creating event concepts for clients. Liaising with the in house technical team to allocate new projects to be managed by the in house team or outsourced to a Project Manager based at White Light. The ideal candidate will currently be working within the events and production industry, and have experience within a range of event scales and genres. You must have excellent people skills and understanding of AV, lighting, sound, staging and rigging and work with the company to develop, promote and develop the brand.

You will also be happy to work with the technical department

### Key responsibilities and accountabilities -

- Talking clients through the technical aspect of the building and upselling experiences
- Ensuring technical standards are at the highest levels to give the clients the best event
- Work alongside BAFTA partners to ensure that we keep up to date with the latest upgrades and advancements in cinema technology
- Preparing quotes and floor plans including hiring of small equipment
- Escalating events to Whitelight or nominated events supplier and working with them to deliver the best experience
- It would be helpful to have knowledge of working AV to assist with and sell:
  - The operation of Dolby Cinema servers including ingestion of material, construction of shows on a client to client basis.
  - Connections and troubleshooting of computer requirements in event spaces
  - Troubleshooting video and sound to produce a high standard for users, including live sound, podcasts, web streaming and video recordings.
  - Assist with connection and operation of all the latest gaming consoles and PC's including virtual reality

- Liaise with the IT department regarding internet and telephone needs of clients. Including video conferencing, Skype and satellite feeds

**Ideally you will have:**

- Proven IT skills, including use of Microsoft Office (Word, Excel, Access applications and PowerPoint). Working knowledge of an internal e-mail system and electronic diary is essential.
- Previous experience of multi-level quotations and proposals including supporting documents such as floor plans and set designs.
- Previous experience in a technical Venue Sales role.
- Very strong attention to detail and accuracy
- Commercial awareness and experience dealing with a multi stakeholder environment
- General understanding/awareness of venue service provision and practical event practices.
- Knowledge of multiple formats of video and presentation formats including
  - DCP
  - MAC (Keynote)
  - Blu-Ray
  - DVD
  - HDCAM / SR
  - Video Files (inc Prores/ mp4 /mov)
  - Digibeta
  - Gaming and lighting Consoles

**Ideally you will be:**

- Someone who is confident to talk to clients and upsell technology for the events.
- Can liaise with suppliers and obtain best value with hire equipment.
- Solid Health and Safety knowledge to interrogate RAMS

**ABOUT BAFTA**

**BAFTA** is a leading global charitable institution focused on championing creativity, opportunity and social change for all through the transformative power of film, games and television.

**BAFTA's Vision:**

*Bringing the transformative power of Film, Games and Television to everyone.*

**BAFTA's aims:** to champion the art and the craft, champion talent and champion the industry environment by:

- identifying and celebrating industry practice deemed exceptional by peer review, thereby elevating the art and craft of film, games and TV;
- providing talent with recognition, inspiration, access and long term support, in particular those under-represented and underprivileged in society;
- enabling a positive and inclusive environment, for an accessible, sustainable and connected industry.

## **DIVERSITY MONITORING**

Our aim is for our staff to be a diverse mix of talented people who want to come and do their best work. BAFTA is committed to increasing diversity, and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability. Please take the time to fill out our [\*Diversity Monitoring Survey\*](#). All the information you provide will be anonymous and is not considered with your application.

## **APPLICATION PROCEDURE**

Please apply [here](#) and include a cover letter which in no more than 500 words explains why you think you are suitable for this position, what skills you have to be successful in this role and, in particular, what experience/knowledge you have in relation to the role.