

## JOB DESCRIPTION

<b>Job Title</b>	Scenic Production Manager
<b>Department</b>	Scenic
<b>Responsible To</b>	Director

## PURPOSE OF POST

The management of Eclipse have a shared commitment that the company will provide a profitable delivery of Presentation Services combined with outstanding standards of quality within the management of our own resources, the delivery of our services to each other and to our clients.

Within the above commitment you are responsible for the part of our delivery that includes:

## MAIN DUTIES & RESPONSIBILITIES

- Preparing scenic quotations from custom set requests sent by internal Projects, VP and PSD or project briefings sent by external clients. Passing the completed quotations back to internal PM's or on to external clients, then following them up to ensure clients expectations are satisfied and budgets are set appropriately
- Preparing scenic prep sheets from existing quotations or historical briefs sent by external clients or internal Projects, VP and PSD. Passing these prep sheets to both the internal PM's & Scenic production teams, then following them up to ensure all elements including late additions & changes are included
- Scenic onsite project manager once appointed as an onsite PM for a particular project every aspect of the project including final prep sign off, loading/unloading, rig, derig and the after show de-brief are the sole responsibility of the Scenic onsite PM to complete efficiently and professionally
- Scenic production meetings when appointed as a Scenic onsite PM to attend & instigate (where necessary) Scenic production meetings with Internal PM's or external clients to ensure the smooth integration of Scenic elements into ongoing projects
- Scenic onsite H&S to complete & submit RAMS for all onsite installations for external client projects as well as internal jobs where the project consists of a number of custom made set and staging elements
- Scenic production planner: to be responsible for maintaining the rolling Scenic production wall planner ensuring rigs & derigs are added as they are confirmed with a ref number, event title, venue, time & crew numbers (not allocating specific crew)
- Scenic housekeeping to be engaged and knowledgeable of existing Scenic production processes and to instigate appropriate changes to those processes to make production more effective and efficient

**If you would like any further information on the role or would like to apply for any of our available positions please email our recruitment team at [recruitment@eclipse.global](mailto:recruitment@eclipse.global).**