



## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Head of Production</b>
<b>Compensation:</b>	Commensurate with experience
<b>Job Status:</b>	Full-time
<b>Benefits:</b>	Medical, Dental, 401k plan
<b>Start Date:</b>	Flexible
<b>Location:</b>	Los Angeles/Burbank Area

### **Description**

We are seeking an experienced and dynamic individual to join our team as the Head of Production for our live events company. In this role, you will oversee the planning, coordination, and execution of multiple events in various entertainment sectors, including film and television, comedy, and food across multiple cities. As Head of Production, you will be responsible for overseeing the entire event production process, ensuring seamless execution, and delivering exceptional experiences to our audiences.

### **Responsibilities**

- **Event Production Management:** Lead the end-to-end production process for all live events, from concept development to post-event evaluations. Collaborate closely with various teams to ensure timely and high-quality delivery of each event.
- **Team Leadership:** Manage and mentor a diverse team of production professionals, including event coordinators, technicians, stage managers, and other support staff, ensuring efficient coordination, communication, and execution throughout the event lifecycle.
- **Budgeting and Resource Allocation:** Develop and oversee event budgets, ensuring prudent resource allocation while maintaining quality standards and maximizing cost-efficiency.
- **Vendor Management:** Establish and maintain relationships with external vendors, negotiating contracts and ensuring service excellence. Source and onboard vendors for various event needs, such as catering, technical equipment, and logistics.
- **Risk Assessment and Mitigation:** Identify potential risks and challenges associated with each event, devising effective contingency plans to ensure smooth operations and minimize disruptions.
- **Compliance and Safety:** Ensure all events adhere to relevant regulations, permits, and safety standards, keeping the wellbeing of attendees, staff, and performers as a top priority.
- **Quality Assurance:** Uphold a high standard of production value and creativity, continuously seeking innovative ways to enhance the audience experience.

- **Team Development:** Cultivate a positive and collaborative work environment, fostering growth and professional development among the production team members.
- **International Event Expansion:** Oversee the potential expansion of live events into new international territories, taking into account cultural nuances and regional event preferences.
- **Project Coordination:** Collaborate closely with various internal teams, including marketing, sales, and creative, to ensure seamless integration and alignment of event objectives.
- **Post-Event Analysis:** Conduct thorough post-event evaluations, gathering feedback and data to identify areas of improvement and implement strategic changes for future events.

### **Requirements**

- Proven experience in leading and managing complex event productions for 6+ years, preferably in the film, television, comedy, and food industries.
- Strong organizational and project management skills, capable of overseeing multiple live events simultaneously.
- Excellent communication and leadership abilities to effectively guide teams and collaborate with stakeholders at all levels.
- Ability to adapt quickly to changing circumstances, solve problems under pressure, and make informed decisions to maintain event success.
- In-depth knowledge of event production technology, industry trends, and best practices.
- A creative and innovative mindset to bring fresh ideas and approaches to event concepts and execution.
- Willingness to travel between cities for event planning and execution.

### **ABOUT NICE CROWD**

NICE CROWD, formerly ABFF Ventures, is a leading entertainment company in the event tourism arena. NICE CROWD specializes in the development and marketing of festivals and other live experiences that showcase BIPOC culture and achievement while promoting travel to leading destinations around the world. To learn more about NICE CROWD events, visit [www.nicecrowd.com](http://www.nicecrowd.com).

### **HOW TO APPLY**

If you are passionate about bringing captivating entertainment experiences to audiences worldwide, and you thrive in a dynamic and creative environment, we invite you to apply for the position of Head of Production at our live events company. Join us in shaping unforgettable moments and leaving a lasting impact on the entertainment industry.

**We offer a competitive salary commensurate with experience. Please email résumé, cover letter and salary requirements to: [jobs@nicecrowd.com](mailto:jobs@nicecrowd.com).**