

## **Job Description – Live Event Production Manager (Contract work)**

**The Special Event Company, a high-level meeting and event planning company based in Raleigh, NC, was recently named one of the Top 50 Global Event Companies for the second year in a row. To help us maintain this momentum, we are seeking a part-time, live event production manager on a contract basis.**

### ***Scope of Work:***

#### **Content Supervision**

- Script Supervisor - manage scripting for client and production needs.
- Collect, Validate and organize media - all assets needed for the event (presentations, videos, audio files and cues)
- Communicate with clients, creators and production team to ensure timely delivery

#### **Production and Technical Scripting**

- Update production and technical scripting throughout the process
- Stage, video, lighting and audio cues
  - Music selections and walk-up stingers
- Write Voice Over scripts for live events

#### **Production Management**

- Communicate A/V needs with vendors and team
- Determine content creation needs and communicate/manage with creators
- Maintain scheduling and communicate with vendors, venue and crew
- Develop and manage rehearsal schedules

**Competitive rates will apply based on experience.**

**If interested in applying for this position, please submit your resume to [resumes@specialeventco.com](mailto:resumes@specialeventco.com).**

**[www.specialeventco.com](http://www.specialeventco.com)**