



*Taking your business places*

Role	Technical Producer (Virtual Events)
Reporting to	Account Director (Virtual Events)
Hours	Full time, permanent, flexible & remote working available

## Technical Producer with First Event

First Event is a UK leading Event Company that helps teams create incredible events around the globe. This is a great chance with lots of opportunity to help provide further development to a company which has shown excellent rates of growth over the past few years. In response to the global pandemic, First Event has expanded its offering in innovative online event solutions, including the development of a new Virtual Events department, to deal with demand.

As our Technical Producer, you will be responsible for all technical elements of the delivery, this will include de-risking solutions and looking at integrating new technical opportunities, software, platforms and equipment. The role will work closely with our Product Owner when new projects are being brought into the team and will be available for technical support on event delivery days. You will bring your expert technical knowledge of running virtual events to create impactful experiences.

This will be a fast-paced role which will often require you to work independently - however, you will be part of our Virtual Events team comprising talented individuals with diverse expertise and experience.

### **Main duties and responsibilities.**

- Supporting both the Delivery and Design team, working across a variety of events.
- Responsible for all technical elements of the delivery.
- Onsite management of all technical areas of the project.
- Liaising with the Product Owner and Delivery team during event delivery.
- De-risking solutions and looking at integrating new technical opportunities.
- Responsible for studio set ups, equipment set ups & testing.
- Responsible for livestream and broadcasts.
- On demand/pre-record content management including editing and adding graphic overlays.
- Testing streams pre-event rehearsal management.
- Moderating speakers and testing use of home equipment.
- Vision mixing.



*Taking your business places*

### **Qualities, skills and experience.**

- At least 3 years' experience of working within a similar role, preferably with Agency experience.
- Technically minded, experienced in virtual events.
- Experience of supporting user experience for events websites is desirable.
- Ability to prioritise a busy workload.
- Ability to work under pressure
- Passionate, professional, self-motivated
- Excellent communicator
- Strong multi-tasking skills and the ability to manage a diverse and challenging workload

### **Who we're looking for.**

Our First Event Family is a close-knit community dedicated to providing our clients with a seamless service to help them to meet their goals and objectives.

Our events, marketing, design, finance, sales, proposals and flight departments work closely together to create bespoke events that exceed client expectations. We love that our vibrant team is made up of so many different personalities, but our company values sum up the kind of people we're looking for:

### **Passion | Trust | Unity | Honesty | Commitment | Fun!**

These are the values that bring everyone at First Event together, making us a force to be reckoned with, and helping us to deliver the outstanding events we're recognised for.

### **Fancy finding out more?**

Please email a copy of your CV and cover letter to [careers@firstevent.co.uk](mailto:careers@firstevent.co.uk)

We will be reviewing applications across the week commencing 26<sup>th</sup> October 2020.

No agencies please.