

Live Events Production Manager

Absolute Production Services is a Chicago-based, turnkey event production company. Offering services locally and globally, for small businesses to some of the most well-recognized brands in the world, we have been a leader in event production for nearly three decades. Our success is possible because of our relentless focus on three cornerstones that define the company: people, process, and relationships.

We are currently seeking an experienced Live Event Production Manager in our Chicago office to better assist our clients and continue to provide seamlessly executed events. This role will report to our VP of Operations and must be passionate about event production and customer experience.

Responsibilities:

- Work closely with clients and sales staff in planning, budgeting, execution, and completion of events including:
 - Site surveys
 - Budget Preparation
 - Ensuring all equipment and labor are properly identified and obtained
 - Coordination of equipment delivery, install, operation, tear down, load out
 - Coordination of rigging, power, drayage and house equipment
 - Coordination of CAD floor plans and lighting plot and venue
- Occasional travel required
- Prepare final billing

Basic Qualifications:

- Comprehensive knowledge of all aspects of show staging including:
 - Video
 - Projection/display
 - Audio
 - Lighting
 - Rigging
 - Labor
- Strong oral and written communications skills
- Self-motivated

Preferred Qualifications:

- Ability to multitask projects
- 4 or more years experience in the live event and production industry

Absolute is an equal opportunity employer and provides a competitive salary and benefits.