LFX EVENTS
www.lfxevents.co.uk

T: +44 161 408 2220
F: +44 161 850 2220

EVENT PRODUCTION MANAGER JOB DESCRIPTION

Company: LFX Events Ltd
Role: Event Production Manager
Reporting to: Managing Director
Location: Stockport, Greater Manchester plus UK-wide on-site locations
Employment: Full-time
Travel: Extensive UK travel and regular overnight stays required
Salary: Up to £50k DOE plus benefits

About LFX Events Ltd
LFX Events Ltd is a professional event production, event management and event safety company working across the UK live events industry.
We provide practical, experienced and commercially focused support to clients across a broad range of event environments, including:

- Live music and festivals
- Outdoor events
- In-venue events
- Corporate events
- Mass participation events
- Public and private events

Our clients include established event organisers and promoters such as Futuresound, Slam Dunk, Councils as well as experiential agencies across the UK events sector.

As our business continues to grow, we are expanding our **event production and event management services** and are looking for an experienced Production Manager to join the team.

The Role
This is a senior, hands-on event production role for an experienced event professional who is equally comfortable developing a production plan from a blank sheet of paper, managing stakeholders and contractors, and getting stuck in on site.

The successful candidate will take responsibility for the **planning, procurement, coordination, delivery and operational management of events**, working closely with clients, suppliers, contractors, local authorities, Safety Advisory Groups (SAGs) and the wider LFX team.

This is not a desk-based production role. You will be expected to be fully hands-on throughout the event lifecycle, from initial site design and planning through procurement and documentation, to site build, live operations and de-rig/break. You will ultimately take a leading role on site as **Event Manager**, ensuring that the event is delivered safely, efficiently, professionally and in accordance with the agreed plans and client requirements.

LFX EVENTS
LFX Events Ltd, Unit 10 Merchants House, Market Place, Stockport, SK1 1EU
t: +44 161 408 2220 f: +44 161 850 2220 e: enquiries@lfxevents.co.uk w: www.lfxevents.co.uk
Members of:
© LFX Events Ltd. 2026. Registered Company: 07569008 – 105 Woodsmoor Lane, Stockport, SK2 7BW. VAT No: 160 6898 81

However, much of the planning and internal coordination will be office based at our office in Stockport, Greater Manchester, therefore the ability to commute to and work in the office on a regular basis is crucial.

Key Responsibilities

Event Production & Site Planning

- Lead the production planning process from initial concept through to event delivery.
- Develop detailed site designs, layouts and production specifications appropriate to the event.
- Coordinate site infrastructure, facilities, access, egress, production areas, operational zones and contractor requirements.
- Develop production schedules, site programmes and critical-path plans.
- Identify production requirements, risks, dependencies and logistical challenges at an early stage.
- Ensure site plans are practical, deliverable and aligned with operational, safety and client requirements.
- Work collaboratively with event organisers, production teams, suppliers and relevant stakeholders to develop effective solutions.

Supplier & Contractor Management

- Identify, source and procure suitable suppliers and contractors.
- Obtain and assess quotations and make commercially sound procurement recommendations.
- Manage supplier relationships from initial enquiry through to completion of the event.
- Brief and coordinate contractors and suppliers before and during events.
- Ensure contractors understand site rules, schedules, specifications, access arrangements and operational requirements.
- Monitor contractor performance, programme and delivery on site.
- Coordinate multiple contractors working simultaneously across complex event sites.

Client Liaison

- Act as a key point of contact for clients throughout the planning and delivery process.
- Develop a strong understanding of client objectives, expectations and event requirements.
- Provide clear, confident and professional advice on production and operational matters.
- Attend client meetings, planning meetings and site meetings.
- Translate client requirements into practical production and operational plans.
- Provide regular updates on progress, budgets, risks, issues and changes.
- Maintain strong professional relationships and contribute to the continued growth of LFX's client base.

Event Documentation & Planning

Lead or contribute to the preparation and management of professional event documentation, including:

- Event Management Plans
- Event Production Plans
- Site Plans and Site Operating Plans
- Production schedules
- Build and break schedules
- Traffic and logistics plans
- Contractor and supplier information
- Operational procedures
- Risk assessments
- Method statements
- Emergency and contingency arrangements

LFX Events Ltd, Unit 10 Merchants House, Market Place, Stockport, SK1 1EU
t: +44 161 408 2220 f: +44 161 850 2220 e: enquiries@lfxevents.co.uk w: www.lfxevents.co.uk
© LFX Events Ltd. 2026. Registered Company: 07569008 – 105 Woodsmoor Lane, Stockport, SK2 7BW. VAT No: 160 6898 81

- Relevant local authority and SAG documentation

You will be expected to understand how event documentation translates into practical delivery on the ground and to ensure plans remain relevant as events develop.

Local Authority & SAG Liaison

- Liaise professionally with local authorities, emergency services, Safety Advisory Groups and other statutory stakeholders.
- Attend and contribute to relevant planning and safety meetings.
- Present production and operational plans clearly and confidently.
- Respond constructively to stakeholder queries and requirements.
- Ensure agreed actions are incorporated into event planning and delivery.
- Support clients in maintaining positive and productive relationships with regulatory and statutory stakeholders.

On-Site Event Management

The successful candidate will take a **fully hands-on leadership role on site**.
Responsibilities will include:

- Leading site operations throughout build, live event and break.
- Acting as Event Manager or Production Lead as required.
- Managing the overall site programme and operational priorities.
- Leading and coordinating site management teams.
- Managing contractors, suppliers and event staff.
- Coordinating site access, deliveries, logistics and operational movements.
- Monitoring progress against the agreed build and operational schedule.
- Identifying and resolving problems quickly and pragmatically.
- Managing changes and unforeseen circumstances.
- Maintaining effective communication between the client, production team, contractors and operational stakeholders.
- Ensuring the site is delivered in accordance with agreed plans, specifications and safety requirements.
- Supporting incident management and emergency response arrangements where required.
- Maintaining a calm, professional and solutions-focused approach under pressure.
- Leading the effective de-rig, clear-up and handover of the site.

Team Leadership

- Lead and motivate site teams in challenging and fast-moving environments.
- Delegate effectively and ensure team members understand their responsibilities.
- Set clear expectations and maintain professional standards.
- Coordinate multiple teams and contractors across complex sites.
- Provide direction and make confident operational decisions when required.
- Contribute to the development of LFX's event production systems, processes and team.

Essential Experience & Skills

The successful candidate will have substantial previous experience in event production and/or event management, ideally across a variety of event types and environments.
You should have demonstrable experience in:

- Production management for live events.
- Site design, site planning and production specification.
- Supplier and contractor procurement and management.

LFX Events Ltd, Unit 10 Merchants House, Market Place, Stockport, SK1 1EU
t: +44 161 408 2220 f: +44 161 850 2220 e: enquiries@lfxevents.co.uk w: www.lfxevents.co.uk
© LFX Events Ltd. 2026. Registered Company: 07569008 – 105 Woodsmoor Lane, Stockport, SK2 7BW. VAT No: 160 6898 81

- Client liaison and stakeholder management.
- Local authority and SAG liaison.
- Writing and reviewing professional event documentation.
- Managing event build, live operations and break.
- Leading teams and contractors on site.
- Working to tight deadlines and complex event schedules.
- Managing multiple competing priorities.
- Problem solving in high-pressure operational environments.
- Site management experience will be advantageous.

You will need excellent communication, organisational and interpersonal skills, alongside the confidence to make decisions and take ownership.

Personal Attributes

We are looking for someone who is:

- **Experienced** — with a strong track record in event production and management.
- **Hands-on** — comfortable getting involved in the detail and leading from the front.
- **Calm under pressure** — able to make good decisions when circumstances change.
- **Commercially aware** — understands budgets, procurement and value for money.
- **Organised** — able to manage complex information, programmes and deadlines.
- **Confident** — comfortable dealing with clients, authorities, contractors and senior stakeholders.
- **Practical** — able to turn plans into effective real-world delivery.
- **A team leader** — able to bring people together and get the best from suppliers and colleagues.
- **Solutions focused** — someone who looks for ways to make things work rather than reasons they cannot.
- **Professional** — representing LFX Events and our clients positively at all times.

Essential Skills

The following are essential:

- Experience across festivals, live music and outdoor events.
- Existing relationships with event suppliers and contractors.
- Experience working with local authorities and SAGs.
- Experience producing Site Plans, Event Management Plans and associated documentation.
- Experience managing complex multi-contractor event sites.
- A strong understanding of event safety and operational risk management.
- Full UK driving licence.

Desirable Skills

The following would be advantageous:

- Experience across corporate events and / or mass participation events.
- Relevant event production, event management or health and safety qualifications.
- A strong understanding of event safety and operational risk management.
- Site management experience.
- Tech production experience.

What We Offer

This is an opportunity to join a growing specialist events company and play a significant role in the development of our production and event management offering.

The successful candidate will have the opportunity to:

- Work on a varied portfolio of high-profile events.
- Take genuine ownership of event production and delivery.

LFX Events Ltd, Unit 10 Merchants House, Market Place, Stockport, SK1 1EU
t: +44 161 408 2220 f: +44 161 850 2220 e: enquiries@lfxevents.co.uk w: www.lfxevents.co.uk
© LFX Events Ltd. 2026. Registered Company: 07569008 – 105 Woodsmoor Lane, Stockport, SK2 7BW. VAT No: 160 6898 81

- Work directly with experienced event organisers and clients.
- Develop and lead production and site management teams.
- Become a key member of a growing and ambitious events business.

Application
Applicants should submit a CV along with a brief covering letter outlining their relevant experience and why they would be a good fit for LFX Events Ltd to **hr@lfxevents.co.uk.**

Interviews will be held in October in 2 stages; first on a virtual call and second at our offices in Stockport, Greater Manchester.

Applications close 30 September 2026.

LFX Events Ltd, Unit 10 Merchants House, Market Place, Stockport, SK1 1EU
t: +44 161 408 2220 f: +44 161 850 2220 e: enquiries@lfxevents.co.uk w: www.lfxevents.co.uk
© LFX Events Ltd. 2026. Registered Company: 07569008 – 105 Woodsmoor Lane, Stockport, SK2 7BW. VAT No: 160 6898 81