

TECHNICAL PRODUCTION & CONTENT PROJECT MANAGER JOB DESCRIPTION & PERSON SPECIFICATION

NAME:
COMPANY: BI WORLDWIDE
DEPARTMENT OR TEAM: Event Management
REPORTS TO:

Objectives of Role:

- Support the delivery of outstanding live, virtual and hybrid events through competent technical production and content coordination.
- Assist in developing engaging event content and technical solutions that meet client objectives while maintaining profitability and budget control.
- Build knowledge and experience in AV, event technology, content creation, and production processes.
- Work collaboratively with internal teams and suppliers to help deliver engaging, impactful, and objective-led experiences that inspire audiences.

Responsibilities:

To include, but not be limited to, the following:

Event Production & Technical Delivery

- Support with technical planning and execution for events, including AV, staging, environment design, and digital platforms.
- Support technical aspects of live, virtual, and hybrid events, ensuring seamless integration of technology and content.
- Assist with on-site management of various aspects of technical and content delivery, including managing suppliers and production crews alongside end client liaison.

Content & Creative Development

- Support with the development of creative concepts and content aligned with client's objectives and brand guidelines.
- Support the production and management of event content such as video, presentations, graphics, digital and printed assets, liaising with clients, supplier, and internal teams.
- Coordinate content collection, version control, and distribution to stakeholders. Organise footage and production assets / archiving.
- Support and contribute to creative pitch responses with innovative ideas, well-researched event concepts and executed proposals.
- Assisting with script development and storyboarding and image / stock asset research for video.
- Organising and supporting shoots when needed e.g., internal shoots.

Project Coordination

- Maintain project documentation, schedules, and action trackers.
- Support budget tracking, supplier and finance processing and project reconciliation.
- Assist with health and safety documentation and on-site compliance requirements.
- Monitor project timelines and escalate risks or issues to senior team members.
- Document production schedules and technical specifications.
- Manage third-party suppliers and maintain strong relationships to ensure quality and cost efficiency, to include new supplier research, assessment, and management.

Collaboration & Development

- Work closely with event delivery teams to integrate technical and creative elements into cohesive event experiences.
- Keep up to date with developments in event technology and production techniques.
- Participate in client meetings, pitch, and live delivery presentations, and debriefs.
- Liaise and work with other teams within the events department and overall company i.e., delivery, guest managements services, finance, and creative. Working with the PD/PM on briefs for these departments and timelines for deliverables.
- Communication with third party suppliers and clients in a professional, appropriate, and timely manner.
- Fully update PD/PM on all project developments where necessary.
- Travel on-site as part of the event delivery team as required.
- Proactively prepare for all meetings, creating agendas, contact reports and sharing of actions.
- Organise, attend, and support regular account/project progress meetings and debriefs.
- Support research for proposal writing and research suppliers as required for live events, keeping accurate records of research completed.
- Strictly adhere to all departmental KPI's, processes and procedures and encourage others to do the same.
- Support the maximization of profitability at all times on elements of projects you are working on.
- To understand and continually update your knowledge of BI WORLDWIDE's products, services, and commercial strategy.
- Represent BI WORLDWIDE externally at trade shows, educational trips, and industry events.
- Attend relevant supplier presentations to enhance your product knowledge.
- Attend training courses as appropriate.

This job description should be regarded as providing guidelines within which an individual works. Other duties within the skills and capabilities of an individual may be assigned from time to time

Person Specification:

The experience, skills, and personal attributes required of the job holder include, but are not limited to:

Essential

- At least four years' experience in events production, AV, content creation or a related field within an events agency or similar environment.
- Good understanding of event production processes, AV technology, staging, and environments
- Experience in creative ideation and the management of content development for live and virtual events.
- Some knowledge of live digital event platforms and delivery process preferred.
- Excellent communication, attention to detail, and ability to manage multiple projects simultaneously.
- Strong organisational skills and attention to detail.
- Comfortable managing multiple tasks and deadlines.
- Strong communication and interpersonal skills.
- Good Microsoft Office skills, particularly PowerPoint.
- Enthusiastic and willing to learn new technical and creative skills.

Desirable

- Experience supporting in supporting events, international suppliers, and larger scale productions.
- Experience working with suppliers or production partners.
- Familiarity with end-to-end objective led event design.
- Experience of audience facing PowerPoint amends and tidy
- Familiarity with Adobe Creative Suite or similar tools.

Nice to have

- Experience with video editing and motion graphics.

The relative importance of these requirements will vary, particularly in relation to the client, account, programme, or event to which the job holder is assigned.

This job description is subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines within which an individual works.

Other duties within the skills and capabilities of an individual may be assigned from time to time.

Last Updated August 2026