

## **Executive Producer**

OVATION is the experiential events production agency that transforms that overwhelming maze of details into a clear path from conception to execution. With both an imagination for what's possible and the experience to know what's doable, OVATION will inspire, enhance, and refine your vision, and ensure it comes to breathtaking fruition. Live, virtual, or hybrid, OVATION events are not only mind-blowing but inclusive of every attendee—whether they're feet from the stage or miles away. Together, we create an unforgettable experience that moves our client's audience to action.

OVATION is seeking an Executive Event Producer responsible for the overall success and execution of the project. The Executive Producer is expected to coordinate and lead across multiple teams, as well as be the main point of contact for the client during advance production, on site management, and post show management.

The Executive Producer will work closely with our Client Services Team, Website Platform Developers, and Creative, Technical and Operational teams to deliver a flawless event on budget.

Primary Responsibilities.

The Producer:

1. Will work with client services and sales to define and deliver a successful event.
2. Will be the main point of contact internally, ensuring all teams are aligned on deliverables, timelines are adhered to, and communication is clear and consistent.
3. Will manage the client relationship during the project, while actively communicating with the accounts team when additional leadership support is needed.
4. Will be comfortable working with a defined scope of work while maintaining flexibility with changes that occur during planning.
5. Will take full ownership of the project budget. The Executive producer will maintain up to date documentation of the overall financial performance enabling tight control and awareness of the scope
6. Will build/maintain documents that track shifts in deliverables and clearly identify budget impact. Will clearly communicate with the client when scope shifts throughout the project.
7. Will effectively manage multiple projects/events with many variables at any given time.
8. Will travel as needed for site surveys, client meetings, pre-production, or on-site needs.
9. Will create documents to support each event, inclusive of but not limited to: ROS, timelines, procedures, trackers.
10. Will work with client and TD to determine crewing and scheduling needs for each project. Will maintain ownership of crewing needs.
11. Will be responsible for advancing shows.

12. Will support sales efforts by explaining our producing process.
13. Will work closely with the Technical Director to fulfill show requirements.

Skills/Knowledge: 3+ years in Executive Producer role (preferably live event experience), 2+ years virtual/hybrid event experience, 5+ years managing vendors and event crew, 5+ managing client budgets and scope of work, familiarity with inventory management systems, must be exceptional with clients, must be able to juggle multiple projects at once, must work well under time pressure, great attention to detail, must communicate well.