



Event Producer

Office Hours: 9:00 AM–5:00 PM (weekends and/or nights required depending on events)

Reports to: Director of Operations

20–30% travel

The purpose of the Event Producer is to logistically support and oversee execution for all PullSpark events, film, and client needs. The Event Producer is a key player on the team and responsible for moving each assigned project through the project plan by keeping it on time and on budget. With a commitment to excellence for every client, the Event Producer will continually work to elevate her/his skills to best enhance PullSpark's live events.

Role Description

- To lead out on the development of the run of show along with the Creative Director and be responsible for its execution leading up to the event and on show days
- Help client with programming the show's flow and what elements should be included and excluded
- Creating and updating run of show in PullSpark's software and adding all production elements to set crew up for success
- Work with production director as needed ensuring all parties and elements are brought together
- Work with contract PMs on event logistics as needed
 - Crew, F&B, travel, venue logistics, etc.
- To work with AD and client on content to be said from stage as it relates to the event as a whole and the client's win
- To effectively and efficiently progress events forward with an understanding of content and production and the ability to speak with production vendors and contractors about technical specifications
- Responsible for keeping each project on time and on budget and communicating consequences and repercussions of proposed decisions with the Accounts and Creative Services teams
- Maintains and reconciles project budgets, including receiving project invoices and preparing for payment with the Accounting department
- Accountable for being aware of, and involved in, project leveling and ensuring that all initiatives support the client's brand and overall strategy

- Responsible for sourcing and creating great vendor relationships through clear communication and by showing honor to all crew, contractors, and vendors
- Project Communication
 - Provides weekly updates to PullSpark team via Slack
 - Communicates project status, flagging and troubleshooting potential issues
 - Ensures that timelines are updated and tracked on Monday.com boards
 - Tracks key project assets such as creative briefs and Monday uploads
- Responsible for quality control on event deliverables such as speaker presentations, videos, and more
- Work with AD to schedule all internal meetings and oversee logistics for client deliverables
- Oversees project plan for all events as it relates to what is happening inside the room and responsible for assigning owners to all event work
- Responsible for execution on event work, including, but not limited to,
 - Event rentals
 - Run of show / programming transitions
 - Show calling
 - Securing venues / site visits
 - Hiring script writers for hosts and keynote speakers
 - Hiring event crew
 - Securing meals for crew, booking travel
 - Preparing budgets
 - Managing talent contracts
 - Creating graphics' lists and screening schedules
 - Hiring and communicating with graphic designer for show graphics with support of Sr. Graphic Designer
 - Updating project management software, coordinating production logistics sheet, tracking timelines
- Work with AD on execution in client relations: meeting notes, assigning tasks after meetings
- Utilize AI and be an expert at prompt creation in order to create efficiencies within a project
- To be a key representative of the PullSpark culture onsite, whether on video sets and event venues

Needed Skillset

- 5–6 years of relevant live event production experience
- 5–6 years of relevant Excel/Google Sheets experience
- Detail oriented—pays close attention to structure and organization
- Ability to manage timelines and deadlines and prioritize accordingly
- Clear communication skills
- Desire to find solutions
- Support team morale through healthy feedback and accountability

- Strong written and verbal communication skills
- Successfully utilized a Project Management Software (Monday, Slack, Basecamp, etc)
- Portfolio / case studies of live events

Salary

- \$80,000–\$100,000 annually based on experience and expertise
- Health and Retirement Benefits
- Opportunity for annual bonuses if in good standing / going above and beyond

About PullSpark

PullSpark is a strategic content agency that writes, produces and creates videos, events and other visual experiences. Our scope of work ranges from online streaming, live event production and programming—all with a narrative approach to the story. We are a fast paced environment with a growing staff, located in Atlanta, GA.

In Office/Remote: 5553 Peachtree Rd. Suite 140 Chamblee, GA 30341

Apply

Please submit a Cover Letter to hello@pullspark.com with the job title as the subject line.

- Please detail the following in your letter:
 - Relevant event production experience
 - Relevant Excel/Google Sheets experience
 - Experience with content creation in your previous roles
 - The top three essentials you feel are required to start a project
 - Favorite project you have worked on throughout your career
 - The biggest budget you have managed
 - Project management platforms you are skilled in using
 - What industries have you worked in, and how that experience relate to our organization
 - The PullSpark client that you are most interested in