



Job Description

Technical Event Producer

Reports To: Director of Operations

Position location: Las Vegas, Orlando, Denver

Open to considering candidates that would work remotely but willing to travel.

Technical Event Producer:

Imprint Events Group is seeking a Technical Event Producer for the execution of on-site or virtual event production from pre-program planning to conclusion of event. Current opportunities would be contracted on a project basis with the opportunity to become a full-time salaried employee. The Producer will execute and facilitate logistics for multiple concurrent projects in collaboration with the Accounts team. This person must be organized, self-motivated, able to think creatively and quickly, and must be able to approach unique problems with a positive approach.

Essential Duties & Responsibilities:

- Responsible for creating and managing live and virtual show productions in collaboration with the Accounts Team, Creative Team, and Production Team.
- Creates detailed show flow including the layout, features, and design of the event based on stakeholder directives, goals, and overall expectation.
- Establish/maintain positive relationships with clients and supplier partners.
- Excel and contribute to a positive team approach.
- Ability to present creative, confident solutions to challenging requests -- efficiently and economically.
- Works with in-house and contracted graphics team and editors to create visually engaging transitions and interaction for the virtual or live experience.
- Develops and manages event timelines, rehearsal schedules, and filming schedules.
- Builds highly detailed production schedules and cue to cues.
- Updates event agenda and technical run of show as changes occur.
- Oversees the quality of the video recordings.
- Serves as point of contact for vendors on show supervision and deadline management, for both in-person and virtual events.
- Directs Production team on show flow, camera angles, G&E, and props.
- Gives direction to talent during the production.
- Oversees completion of video edits and distribution of recorded footage.
- Coordinates scheduling and pre-production of video projects and directs video production or brings in outside team members to assist.
- Plans and directs video post-production tasks including footage review, client or internal edits, added graphics and effects.





Duties & Responsibilities Continued:

- Reviews final run through of full event footage before streaming, ensuring all updates have been made successfully.
- Ability to travel as we produce projects and events across the country.

Education & Qualifications:

- Bachelor's degree in related field or equivalent experience a plus but not required.
- 5+ years in the field experience in live event industry.
- Experience/knowledge in backend management of various meeting platforms including but not limited to Zoom host, Google Hangouts, Teams, Webex, etc.
- Experience working in VMix virtual event platform or similar.
- Skilled in diagraming (Vectorworks or Cinema 4D experience a plus)
- Experience managing various video streaming platforms and players, including but not limited to YouTube, Vimeo, etc.
- Knowledge of virtual event platforms a plus.
- Experience interfacing with clients and vendors on a professional level.
- Proficient using latest versions of Microsoft Word, Excel, PowerPoint and mail merges.
- Exceptional verbal and written communication skills.

How to Apply: Submit resume and portfolio of past projects via e-mail to: Adriane Hodder, VP of National Accounts, at hire@imprintgroup.com

