



HEAD OF PRODUCTION

ROLE

To work closely with the Founder & Director on the management and response to project briefs and other new business enquiries, as well as general support across the day to day running of the business. The role is full time. The role will include:

- Handling responses to new experiential project enquiries or project briefs.
- Creating cost estimates and timelines for new enquiries or briefs – working with support and direction from the Founder & Director.
- Coordinating responses on feasibility advice to clients, for new experiential enquiries – working with support and direction from the Founder & Director.
- Working with creatives / set designers on project enquiries that require creative responses from KGA.
- Leading pitches for new event production opportunities.
- Fulfilling Producer or Project Manager role on selected events if other workload allows.
- Working with 3D and Graphic Designer to coordinate work on mock-ups, visuals, or floor plans where required.
- Working with 3D and Graphic Designer to ensure perfect presentation decks.
- Working to put in place project teams for activations that reach sign-off – with support and direction from the Founder and Director.
- Salary depending on experience.

YOU

You have previously held full time or freelance production roles within the world of experiential and events:

- Can demonstrate a minimum of 5 years' experience in event production roles.
- Are calm, supportive and organised, and have meticulous attention to detail.
- Have excellent written and oral communication skills.
- Are friendly and approachable, with a positive and flexible attitude to work.
- Are a team player and collaborator who can also work autonomously.
- Have strong administration skills and can reliably work within prescribed budgets and timelines.
- Have excellent Microsoft Office skills including Word, Excel and PowerPoint.
- Are nice and kind. And fun.



KGA

KGA is a small, fast-growing event production company. From our west London office next to Portobello Road, KGA is run on a small team, supported by a loyal and talented freelance family on a project-by-project basis. Together, we deliver outstanding experiential activations in the UK and worldwide. Clients include some of the UK's highest profile PR companies, and a respectable list of international blue-chip brands.

KGA has a mission to build on its solid reputation, and drive growth back to pre-pandemic levels and beyond, while taking care of the planet. This is an exciting opportunity to be part of that process.