



DESIGN · MANAGEMENT · PRODUCTION

Precon Events  
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[www.PreconEvents.com](http://www.PreconEvents.com)

## Job Description

### PRODUCTION COORDINATOR/PRODUCTION MANAGER

#### EVENT PRODUCTION

Production Coordinator/Manager will work with project manager and subcontractors to design, plan, manage and execute technically seamless events. Precon produces approximately 100 events annually, primarily in and around the Washington DC region.

- Qualified candidate will have experience managing the technical aspects of special events, meetings or conferences, theatre or related industry.
- Oversight of technical aspects of special event production including audio, video, lighting and projection.
- Oversee the design, fabrication and installation of special event décor, props and other theatrical and scenic elements.
- Candidate must have basic knowledge of carpentry, painting, general construction and other fabrication related aspects of event design and installation.
- Facilitate the graphic design process, including dimensional renderings for sales and marketing, and technical drawings and related graphics needs for production. Additional graphics projects include creative signage, site plans and other event related graphics needs.

Candidate must have minimum of five (5) year's experience working in Special Events, Theatre, Construction, AV Production or related field.

Candidate must be proficient with graphic design software packages. Preferred software includes Adobe Illustrator and Photoshop, Vectorworks or WYSIWYG, or other CAD and Vector based programs.

Salary will be commensurate with experience.

Ideal candidate for Production Manager position will have existing book of business of existing clients

Please forward resume or portfolio to [jobs@PreconEvents.com](mailto:jobs@PreconEvents.com)

#### **About Precon**

*Precon is the premier Special Events Management firm in the region with an emphasis on complex event design, management and production. Precon's project management and creative design teams include some of the best in the Special Events industry, with expertise in the fields of conference and event management, event design and room décor, gala awards celebrations and technical production. To contact Precon, call (240) 669-6262, email [info@PreconEvents.com](mailto:info@PreconEvents.com) or visit [www.PreconEvents.com](http://www.PreconEvents.com)*