

Production Manager

Hensley Event Resources (HER)

Location: Brisbane, CA

Job Type: Full-Time

Salary: \$75,000-80,000 per year

Work Location: In Person

About Hensley Event Resources

Hensley Event Resources is a full-service event rental and production company serving weddings, corporate events, galas, social celebrations, and large-scale events throughout the San Francisco Bay Area and beyond.

Our team works together to bring events to life through thoughtful planning, detailed coordination, strong communication, and high-quality event execution.

We are looking for an experienced, organized, and solution-oriented **Production Manager** to join our team. This position is ideal for someone who thrives in a fast-paced environment, enjoys leading teams, and is confident managing the many moving pieces required to successfully execute an event.

Position Summary

The Production Manager is responsible for supporting the planning and execution of assigned events from pre-production through installation and removal.

This role works closely with Sales, Operations, vendors, and field crews to ensure each event is properly planned, staffed, installed, and removed safely and efficiently.

The Production Manager develops event timelines, conducts site visits, identifies logistical requirements, coordinates production needs, monitors field teams, and helps resolve issues in real time.

While on site, the Production Manager serves as a primary point of contact for field employees, vendors, and clients and is responsible for maintaining clear communication and keeping the event on track.

Key Responsibilities

- Partner with Account Managers and Operations to plan event installations and removals.
- Create and maintain production timelines, priorities, and logistical plans.

- Conduct site visits and inspections to take measurements, review access, evaluate surfaces, and identify installation requirements.
- Review event orders and production details for accuracy and feasibility.
- Coordinate labor, transportation, equipment, vendors, and other production needs.
- Source and coordinate outside vendors and suppliers when necessary.
- Manage and track required permits and production documentation.
- Provide leadership, direction, and support to drivers, installers, and field crews.
- Serve as an on-site point of contact during event installations and removals.
- Monitor production progress and ensure timelines and company standards are maintained.
- Communicate changes, concerns, and updates with Sales, Operations, clients, vendors, and field teams.
- Troubleshoot and resolve production issues as they arise.
- Maintain strong knowledge of HER inventory and recognize products in the field.
- Create site updates and complete post-event feedback reports.
- Enter or revise event orders as needed in coordination with Account Managers.
- Develop familiarity with CAD drawings, floor plans, and event layouts.
- Perform other duties as assigned.

What We're Looking For

The ideal candidate is someone who can stay organized, lead confidently, and remain solution-focused when plans change.

You will be successful in this role if you are:

- Highly organized and detail-oriented.
- A strong leader and communicator.
- Calm and solution-focused under pressure.
- Comfortable managing multiple events and priorities.
- Able to make decisions independently in the field.

- Proactive in identifying potential issues before they impact an event.
- Comfortable working with clients, vendors, field crews, and multiple internal departments.
- Flexible and able to adapt quickly when event plans change.
- Comfortable working in a fast-paced event production environment.

Qualifications

- 4+ years of experience in events, hospitality, event rentals, production, logistics, or a related field preferred.
- Previous event production or installation management experience strongly preferred.
- Experience leading field teams or crews preferred.
- Strong organizational, communication, and time-management skills.
- Ability to understand measurements, floor plans, layouts, and event diagrams.
- Comfortable learning event-management software and CAD-related tools.
- Valid driver's license required.
- Ability to travel to event sites throughout the Bay Area.
- Availability for evenings, early mornings, weekends, and extended hours based on event schedules.

Physical Requirements

This position includes office, warehouse, and event-site work.

Employees must be able to:

- Stand and walk for extended periods.
- Bend, reach, kneel, crouch, and safely navigate active installation environments.
- Work around trucks, equipment, loading areas, and active field crews.
- Assist with moving items weighing up to 75 pounds using a two-person carry when appropriate.
- Work indoors and outdoors in varying temperatures and noise levels.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Schedule

- Full-time
- Monday through Friday as the standard schedule
- Weekends, evenings, and early mornings as required by event schedules

Benefits

- 401(k)
- Health insurance
- Dental insurance
- Vision insurance
- Paid time off

Why Join HER?

At Hensley Event Resources, no two events are exactly alike. You'll have the opportunity to work behind the scenes on a wide variety of events while developing your expertise in event production, logistics, installation, team leadership, and client service.

Our Production Managers play an important role in turning an event plan into a successful installation and helping ensure every project is completed safely, efficiently, and to the standards our clients expect.

We're looking for someone who enjoys solving problems, leading teams, taking ownership, and seeing a project come together from planning through execution.

Hensley Event Resources is an Equal Opportunity Employer. We value diversity and are committed to creating an inclusive workplace for all employees.

For any inquiries and interest in applying, please reach Athena, athena@hensleyeventresources.com