

# BOMPAS & PARR

**Job title:** Senior Project Manager

**Contract type:** Permanent, full-time contract

**Location:** Bermondsey studio. Some travel may be required in the UK and worldwide

**Reports to:** Event Director

**Salary:** Based on experience



*Beyond the Waterfall. Photo credit Marcus Peel.*

We are looking for a Senior Project Manager to join the events team to be responsible for bringing to life highly creative and ambitious events that provide unforgettable experiences for guests. The role will manage the development and delivery of experiences that surpass client's business objectives. The candidate must have at least 5 years' experience in event management, client management and production in an agency environment. Technical production and construction design and build management will be seen favourably. Candidates who do not meet the essential criteria will not be applicable.

## **Objectives**

- Manage and produce one of a kind events and installations by conceiving ways to turn ideas into vivid immersive and multi-sensory experiences
- Full account management focussing on long-term client strategy to ensure projects are leveraged to maximise budgets and KPI's
- Establish project strategies to reduce project risk, issues and costs and ensure feasibility of ideas

- Stakeholder management underpinned by strong professional relationship building
- Protect the creative and see it realised in alignment with the clients' business needs
- End-to-end project management, project planning, reporting and analysis
- Onsite event management and client management
- Complete financial management; project forecasting, budgeting, reporting and reconciliation
- High level project and team leadership
- Work with the Directors to bring in repeat and new business

### **Client management and relationships**

- Build strong and fruitful relationships with key client accounts by serving as a strategic partner and trusted advisor to clients
- Be totally 'in-tune' with clients' business needs and subsequent opportunities
- Manage all client requests and work seamlessly with the events team to implement efficient team output
- Provide analytical approaches to problem solve and soar above clients' expectations
- Work with the creative team from concept to construction to ensure best value in line with client budget

### **Project management**

- Manage multi-event budgets across the entire project life-cycle
- Manage creative development in line with production capabilities and budget
- Establish the best operational approach for each event
- Liaise with client procurement teams and plan and co-ordinate tender documents and preparation of estimates and contracts
- Develop strong and effective partnerships with all team members to ensure effective project development and delivery
- Ensure clear lines of communication between team members, ensuring all deadlines are met
- Produce, oversee and keep up-to-date client presentations (written and visual)
- Create all project administration documents such as estimates, scopes of work, timelines, briefing documents, production schedules, delivery plans, project progress status reports, H&S checklists, COSHH requirements, design risk assessments and construction phase plans
- Coordinate client meetings; create meeting agendas, take meticulous notes and write succinct contact reports
- Co-ordination of project evaluation reviews, financial reports and overall success metrics analysis
- Identify the necessary creative and production skills and project team required

### **Production**

- Manage and contract third-party contractors and suppliers and ensure we receive the best price and service available
- Manage all technical production requirements
- Manage Construction Design Management (CDM) where required
- Write briefs for structural build, audio visual, staffing, venue hire and props

## **Event management**

- Create briefing documentation for staff, contractors and crew including event H&S procedures and checklists
- Full onsite management of risks and H&S
- Onsite management of multiple suppliers and contractors
- Manage the build and de-rig process, timeline and crew members
- Onsite client management to ensure smooth event execution against the brief

## **Finance**

- Creation of client estimates including multiple currencies
- Advanced budgeting skills up to £750k
- Demonstrate costs value/efficiency to clients and be able to justify itemised costs
- Completion of all financial aspects of the project including: Estimates - fees and production costs, sub-contractor negotiation, monitoring head hours, tracking expenses and head hours, PO's, invoices, reconciliation and internal financial reports

## **Essential experience**

- At least five years of client services experience
- At least five years agency experience
- At least five years live event experience managing complex events and build
- End-to-end event management, event logistics and live event execution
- Demonstrated account competencies: client focus, accountability for results, attention to detail and professional confidence
- Outstanding operational and reporting skills
- Experience of working in a creative/design lead environment
- Curiosity for learning about client businesses and a passion for solving business challenges
- Flawless delivery of client commitments, exceeding client expectations
- High level of self-motivation, discretion, time management, diligence and attention to detail
- High proficiency in Microsoft Office, Google apps and Keynote
- Deep knowledge of the events, arts, contemporary culture, hospitality and F&B industry
- Competent in Keynote, Google apps and Microsoft Office
- Able to adapt to change and respond positively when faced with complex scenarios
- Able to work autonomously, investigate and think analytically to problem-solve in a creative and intelligent manner
- Be a self-starter with excellent judgement and decision-making skills
- Experience in a high volume, fast paced and dynamic environment
- Willingness to work flexible hours
- Excellent industry contacts within the events world

## **General**

- Must be able to understand all the different elements involved in the journey of an extraordinary experience
- Be an advocate for creative collaboration and excellence

- Mentor junior members of staff
- Be innately driven to succeed, optimistic and future focused
- Possess a clear passion and energy for Bompas & Parr
- Undertake any other duties as may be reasonably required
- Be able to speak knowledgeably about all aspects of the work of Bompas & Parr and to support the organisation's principal aims and objectives
- Communicate regularly and effectively with the Directors and to seek support from appropriate staff at the earliest opportunity should problems arise
- Show ownership of achieving personal objectives yourself through positive action

Please note, due to the nature of the role you will be expected to work occasional evenings and weekends. There may also be the requirement to travel internationally.

Team structure: The Senior Project Manager will be part of the event team led by the Event Director.

### **How to apply**

If you are interested in applying for this position, please email [work@bompasandparr.com](mailto:work@bompasandparr.com) with 'Senior Project Manager' in the subject heading. Please include the following in your application:

- A copy of your current CV
- A cover letter detailing why you feel you are a suitable candidate for this post and what attracts you to Bompas & Parr. Please note, applications not submitted with a covering letter will be rejected.

### **Summary of terms and conditions**

- Salary based on experience, paid monthly in arrears
- The contract is a permanent full-time position subject to successful completion of a three-month probationary period
- Notice is two months upon successful completion of the probationary period (one week by either party within probationary period)
- Annual leave of 21.5 days excluding bank holidays (3.5 days required to be taken between Christmas and New Year)
- The post is based in Bompas & Parr's studio in Bermondsey, SE1

### **Staff benefits**

- Profit sharing bonus scheme
- Competitive workplace pension
- Company holiday property
- Team culture outings
- Summer and Christmas studio party
- Early finish every Friday in August
- Increased annual leave after two years of service
- One month paid sabbatical for five years of service

Bompas & Parr is an equal opportunities employer.