

# BOMPAS & PARR

**Job title:** 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



*Pharmacafé. Photo credit: Bompas & Parr*

We are seeking a Project Manager to join the Events team to manage diverse projects across live events, immersive experiences, architectural installations and public events. The position will manage creative projects from start to finish and be responsible for all account management, project management and production including budgeting, client communication, timelines and operations. The candidate must have at least 3 - 4 years' experience in event management, client management and production in an agency environment. Candidates who do not meet the essential criteria will not be applicable.

## **Objectives**

- Manage the execution of diverse events, production builds and live experiences
- Develop a deep, strategic relationship with every client and account
- End-to-end project management, project planning, reporting and analysis
- On-site event management and client management
- Actively follow up and drive projects from initial briefing to final delivery, ensuring the project is developed to its full potential

- Manage all project finances and associated responsibilities
- Assist in the development of new business proposals including writing scopes of work, schedules and create proposal presentations

### **Client management and relationships**

- Build strong and long-term relationships with every client by acting as the day-to-day primary contact
- Be totally 'in-tune' with clients' business needs and subsequent opportunities
- Build strong and fruitful relationships with key client accounts by serving as a strategic partner and trusted advisor to clients' business issues
- Up-sell Bompas & Parr services and products where appropriate
- Ensure clear communication to the client about roles and responsibilities, scope, budget, schedules, project status and actions
- Manage all client requests and work seamlessly with the project teams to implement efficient work output
- Problem solve and soar above clients' expectations
- Prepare and write proposals as required
- Create post-project evaluation reports

### **Project management**

- Day-to-day management of a myriad of client accounts and projects, handling and monitoring complex jobs and budgets
- Completion of all project documentation and internal administration, including: preparing internal briefing documents, project timelines, resource planning, coordinating client feedback, production packs, live event documentation, H&S documentation and status reports
- Coordinate client meetings; create meeting agendas, take meticulous notes and write succinct contact reports
- 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
- Manage resources; identify, negotiate and book external resources as required

### **Finance**

- Manage budgets and revenue throughout each project
- Completion of all financial aspects of the project including: quotes, sub-contractor negotiation, monitoring head hours, tracking expenses, raising PO's, invoices, reconciling and creating internal financial reports
- Strong budgeting and budget management skills up to £100,000
- Demonstrate costs value/efficiency to clients and be able to justify itemised costs
- Reconcile project expenses once a month

## **Production and live**

- Manage and contract third-party contractors and suppliers and ensure we receive the best price and service available
- Manage all production and logistic requirements
- Manage installations, build, live, maintenance and de-rig
- Manage live operations
- Source, contract and manage temporary event staff

## **Essential experience**

- At least three to four years' experience within a client servicing event production role in an agency environment, at a mid-level
- Experience in event production and execution for B2B and B2C
- Demonstrated account competencies: client focus, accountability for results, attention to detail and professional confidence
- Outstanding client facing and negotiation skills
- Possess excellent time management skills; proven ability to work on multiple projects at any given time and drive projects forward simultaneously
- Remain calm under pressure and be unfazed by tight deadlines
- Master proficiency in Microsoft Office, Google apps and Keynote
- High level of self-motivation, discretion, diligence and attention to detail
- Highly organised and be able to work autonomously with exceptional administrative skills
- Flexibility and the ability to adapt to changing circumstances

## **General**

- Must understand and care about experiential marketing and events and keep up-to-date with industry trends
- Be an advocate for creative collaboration and excellence
- Possess a clear passion and energy for Bompas & Parr
- Must possess demonstrable commercial acumen
- 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 Project Manager will be part of the Events 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 '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
- 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.