

# BOMPAS & PARR

**Job title:** Senior Project Manager – Immersive Experiences

**Contract type:** Permanent or contract (negotiable)

**Location:** Bermondsey studio. Travel will 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 Senior Project Manager to join the events team to be responsible for bringing to life highly creative and ambitious immersive events for the public. The role will manage the creative development, production and delivery of a touring immersive experience in partnership with a major alcohol brand. Operating in major cities around the world, the show will start in London for two months in February 2019, and tour to Berlin and New York later in the year. The role will work closely with the directors to create a business model for taking the show to other overseas markets. The role will also be required to project manage other smaller scale immersive events for a diverse range of clients, brands and sectors.

The candidate must have at least 5 years' experience in event management, client management and production in an agency environment. Some 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**

- Project manage and produce one-of-a-kind immersive experiences across global markets
- Full account management focussing on long-term client strategy
- Establish project strategies to reduce project risk, issues and costs and ensure feasibility of ideas to maximise budgets and KPI's
- 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, financials and analysis
- Team management overseeing Project Manager's and Account Executive's across projects

## **Core responsibilities**

### **Project and client management**

- Build strong and fruitful relationships with key senior client accounts by serving as a strategic partner and trusted advisor to clients and brands
- Research potential markets and make contact with potential partners
- Manage multi-event budgets across the entire project life-cycle
- Identify project team resource across creative and production
- Manage more junior members of the team such as Project Managers and Account Executives and feed performance information into the Event Director
- Manage creative development in line with production capabilities and budget
- Establish the best operational approach for each event
- Create all project administration documents
- Lead project evaluation reviews and produce financial reports and overall success metrics analysis

### **Production**

- Source and liaise with local suppliers
- Manage and contract third-party contractors and suppliers and ensure we receive the best price and service available
- Assist in the management of technical production requirements
- Write production briefs
- Draw up H&S plans and risk management reports
- Manage Construction Design Management (CDM) where required

### **Event management**

- Create briefing documentation and brief into internal and external project teams
- 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**

- Advanced budgeting skills using foreign currency
- Demonstrate costs value/efficiency to clients and be able to justify itemised costs
- Completion of all financial aspects of the project

## **Essential experience**

- At least five years managing live and immersive experiences
- At least five years of client servicing and agency experience
- 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
- Deep knowledge of the events, arts, contemporary culture, hospitality and F&B industry
- Able to work autonomously, investigate and think analytically to problem-solve in a creative and intelligent manner
- 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 immersive 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.