

BOMPAS & PARR

Architects of Taste, Feeding Minds & Stomachs.

London · Permanent · Salary based on experience

Project Manager

Bompas & Parr is a creative studio, made up of architects, chefs, designers, marketers, strategists, and technologists. Through respected consultancy, delivering Location Based Experiences (LBEs) and writing publications, the studio challenges the world around us with radical creativity and a thirst for provoking innovation. The studio works with cultural institutions, attractions, Governments and placemaking developers to deliver this work.

We're a fast-paced, creative company who love what we do and do what we love – and we're keen to work with someone who shares our outlook.

We are looking for a Project Manager to join the team to be responsible for bringing to life highly creative and ambitious projects that provide unforgettable experiences.

The Role

- Supporting the project team to deliver large-scale projects from conception to completion, ensuring client satisfaction and financial success.
- Support with day-to-day management of client accounts and projects, handling and monitoring complex jobs and budgets
- Work closely with clients to understand their needs and objectives.
- Assisting with the completion of all project documentation and internal administration, including 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.
- Liaise with internal departments to ensure seamless communication and coordination across all aspects of production, design and execution.
- Assist with the financial aspects of the project that fall within your control including: estimates, production costs while tracking expenses, POs and invoices.
- Ensure that projects meet or exceed quality standards.

About you

The ideal candidate will possess a genuine passion for events and approach tasks with adaptability and flexibility. We want someone who can show ownership of achieving personal objectives through positive action. This role will require someone to have best-in-class interpersonal skills that can communicate regularly and effectively with internal and external stakeholders at all levels. Working well as a team and helping one another to deliver projects and overcome hurdles is key at Bompas & Parr, so it is important that the right candidate can seek support at the earliest opportunity should problems arise as well as support their team when needed.

Essential Experience

- Two years of client services experience
- At least one year's experience in Experiential and/or Events
- Experience of working in a creative / design lead environment
- Experience of end-to-end project management, logistics and live-event execution

How to apply

If you are interested in applying for this position, please email work@bompasandparr.com with '**Project Manager**' in the subject heading. Please include in your application, your current CV & a brief covering letter explaining why you are a suitable candidate and what attracts you to Bompas & Parr.

We thank all applicants for their interest in Bompas & Parr, however, only those selected for an interview will be contacted.