

Production Project Manager

Role Overview

Within SFL Group the Production Projects team deliver a wide variety of live event solutions to our clients. We are looking for a hard-working, dynamic, committed and self-motivated individual to join our growing team of Project Managers.

The successful candidate will work well within a team, have a good working knowledge of industry standard equipment and will care about our clients to ensure that all jobs are completed to a high standard. This is a hands on, client facing role.

SFL prides itself in producing excellent events which surpass our client's expectations. The Project Managers are key to maintaining this reputation, we expect the individual fulfilling this role to aim for "Excellence in Production" in every aspect of the role.

Responsibilities of the Role

The primary responsibility of the Production Project Manager is to provide experienced leadership in the planning and delivery of event production projects true to our values.

Project Management

- Oversee the successful delivery of production projects from brief to execution
- Be the main point of contact for clients on a day-to-day basis.
- Work with internal teams and partners
- Meet with clients, listen, and understand their situation, build relationship and rapport, and help articulate their brief
- Prepare suitable quotes, designs, and technical solutions that serve into the client's situation
- Provide experience and knowledge to projects to ensure proposals balance our creative & technical ambition alongside a safe and practical delivery while offering great value to our clients
- Communicate proposals to your client, validating that the proposal is suitable and make changes as required.
- The lead person who will
 - Produce prep lists with the support of the engineering team to best utilise our internal assets and sub hires when required
 - Book and manage internal team resources and external freelancers
 - Book and manage third party partners or suppliers
 - Prepare and communicate Production documents, CDM documents and plans
 - Oversee financial control of the project ensuring it is within budget and timeframe.
- Provide leadership to onsite team and actively manage the team and third parties
- Project review – did you exceed Client expectations, deliverables, team, costs
- Post event follow up. Identify opportunities for further support.
- To follow and lead the team in meeting the company's Health and Safety policies

Client Relationship

- Foster long term relationships with clients..
- Support the business development team through strategies, phone calls, exhibitions etc.
- Onsite relationship management with clients, always willing to listen and collaborate with them
- Be adaptable to changes and make decisions to support the team and client

The Person

- Values and invests in relationships with others, team members, clients
- Driven to learn and innovate to find new solutions.
- Listens to understand problems with the view to help find solutions.
- Proactive, good stewardship of available resources, and able to use own initiative to solve problems
- Committed to delivering quality and professionalism with a high attention to detail
- Team orientated with demonstrable leadership skills
- Calm under pressure, extremely organised, pro-active with excellent interpersonal skills
- Able and willing to travel throughout the UK and occasionally abroad

Skills & Experience

- Extensive experience of delivering live events
- Knowledge of hire management systems. Hirehop preferable.
- Knowledge of safe working practice in key safety areas. Electrical, rigging, etc.
- Experienced in effective resource management
- Thorough understanding of technical systems (Lighting, Sound, Video, Rigging and Scenic) required to deliver live events and exhibitions
- Full Driving licence
- Very competent communicating with modern digital tools including messaging clients (Microsoft Teams) and email

Hours: Full time (contracted to 40 hours per week), Monday to Friday. But as part of the events industry, we are subject to abnormal working hours. The Projects Team must be flexible around these hours.

Holiday: 28 days (including Bank Holidays)

Location: based at Unit 5, Headley Park 10, Woodley, RG5 4SW. Usually working on site as detailed in the schedules.

Remuneration Package: dependant on skills and experience, excluding non contributory pension of 9% and annual profitability bonus.

Updated: August 2021