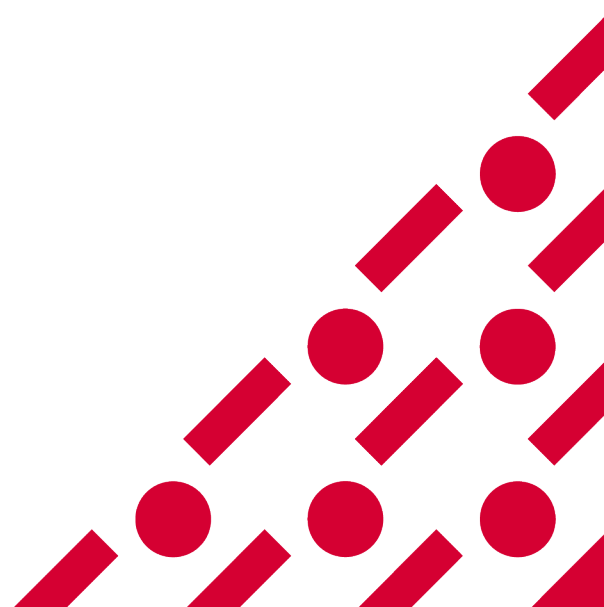


Job Description & Person Specification /
Project Manager.

Last updated on 17/11/2023

Role Ref: CLPAD/PM24



About Our Business.

At CLP Airdrawn, we use technology creatively to tell better stories for our clients.

We are a team built of creative production specialists, technologists, and planning superheroes with years of successful project deliveries behind us.

We create unique, engaging experiences for global audiences.

All that without forgetting our focus on a better way of doing business.

Whether it is our policies on staff and client welfare or the servers running our website, we are always asking questions about what is best. Not just for us, but for the wider world.

About The Role.

Following a significant rebrand of our business, we are looking for a Project Manager to help us write the next chapter of our story.

The role involves supporting the client team to develop new accounts by responding to briefs and being a flag bearer for the CLP Airdrawn brand, representing us well and growing our reputation for being a creative, pioneering, and inspiring company that people want to engage with. You will be the face of our business during meetings and industry events, validating our credibility by sharing our successes and industry insights.

Working alongside our team of client and project managers, you will be taking full responsibility for our client's experience from the initial brief through to project delivery.

Reporting to the Operations Director, this role involves design, specification, quoting and converting of new business opportunities, alongside the client management team. The role is responsible for supervising project/technical teams throughout pre-production and onsite delivery to ensure exceptional quality of delivery whilst ensuring Health and Safety practices and policies are followed.

You will be a strong leader with significant experience of all aspects of technical event production and a commitment to demonstrating exceptional delivery. It is also a role that requires a collaborative approach to finding solutions to problems and the ability to stay focused in what can often be a highly pressurised environment. This role requires a commitment to collaborate with the Creative and Technical teams to ensure all quotes are technically deliverable.

You will be an excellent communicator at all levels. Sympathetic and respectful of the cultures we work in.

All of our team are responsible for playing a part in developing our brand and activating the Senior Leadership Team's strategy to increase our client portfolio, supporting CLP Airdrawn's ambitious plans for growth. Your role will include building client relationships and sustainment of existing ones, identifying business opportunities, and presenting and winning pitches in collaboration with the client team.

What you will be doing.

Role and Responsibilities

- To assess and respond to new opportunities from existing or new accounts in a timely, on brand and coherent way, independently or alongside a member of the client management team. This may take the form of a basic quotation through to a full body proposal including design and creative concept, 3D visualisations, event narrative, delivery timeline and client investment.
- To manage the pitch/quotation process ensuring internal resource is utilised in line with the perceived value of the project/account and all projects are technically deliverable.
- To work with our Creative and Technical teams to fulfil projects they have designed and quoted for.
- To ensure all opportunities are recorded appropriately onto the sales management system following company guidelines.
- To ensure all correspondence relating to quotations or projects is filed in the agreed location, accessible to all that require access.
- Where appropriate, leading niche business areas such as delegate management with ad-hoc line management of contract staff as required.

Pre-production & Logistics

- Working with the operations and business support team you will allocate crew and resources to the job.
- To allocate and book – trucking, third party suppliers and sub-contractors, accommodation, subsistence, and access/plant hire equipment in line with pre-agreed supplier agreements.
- Attend site visits and ensure data accuracy.
- In collaboration with other teams, you will be required to create technical drawings to provide a detailed plan of the project for others to follow.
- To produce a detailed project timeline to aid predetermined deadlines and make sure projects run on track.
- Manage and monitor the overall budget in line with quotations, ensuring the management team are kept abreast of changing margins and ensuring that project spend is in line with level of delivery and management of onsite expenditure to ensure margins are maintained.
- Ensure payment terms are agreed and adhered to and relevant invoices are issued at the agreed timelines.
- Manage client expectations and communications with documentation such as scopes of work.
- Managing clients change requests to evaluate risks and budget changes.

On-Site

- Effective management of all crew and sub-contractors whilst maintaining an effective line of communication with all other suppliers including the venue.
- To provide hands-on support on projects when required. We're not after a white glove.
- To ensure safe working practices are adhered to in line with company policy.

Post Event

- Carry out relevant debriefs and record connected information on to the project system to assist with the development of the account.
- On completion of the project, ensure a full reconciliation is completed to include sign-off of purchase orders and/or supplier invoices, event related credit card expenditure and final invoices are issued to client.

Operational Delivery

- Ensure that the delivery of all assigned projects achieve target profit margins.
- Execute delivery of all projects in line with both CLP Airdrawn and client brand and quality requirements.
- Ensure delivery of all components and deliverables to project stakeholders both internally and externally in fulfilment of client brief and contractual expectations.
- Assist with the development, consultation and rollout of the company's processes and procedures, ensuring they are promoted within the wider project teams.
- To be readily available for project management assignments as required by the Operations Director.
- Attend weekly meetings to provide input into the upcoming delivery and sales pipelines.

Physical and social conditions of this role.

- Non-standard working hours when required.
- Working away from home on occasions.
- Working all year round.
- Working weekends and bank holidays where required.
- Working at height.
- Working with/and or around plant and access equipment.
- Working nationally and internationally.
- Working in adverse weather conditions.
- Working in stressful and high-pressured environments to given timelines.
- Flexible working with given notice.

Person Specification.

- A minimum of 5 years' experience within the live events sector in a Project Management or operational role, ideally within a B2B environment.
- Excellent understanding of all production disciplines and their implementation within the live environment.
- You will have a hunger for new technologies and a passion for developing them into new workflows, offerings, and products.
- Team leadership skills.
- Capable summariser: able to translate the core needs of our clients and express these effectively to the wider team.
- Excellent communication skills, both written and verbal.
- Strong presentation skills.
- Excellent interpersonal and influencing skills to people at all levels.
- Commercially astute: high level of business and commercial awareness.
- Sound commercial acumen, understanding of ROI with an analytical approach.
- Open, honest with a strong sense of integrity.
- Comfortable working to deadlines while working across multiple projects.

Desirable Skills.

- Adobe Creative Suite
- Sketchup
- Resolume/MadMapper
- An understanding of content creation workflows
- IPAF

Employment Particulars, Salary & Benefits.

Type of Role:	Full Time / Permanent
Salary:	Package negotiable dependent on applicant.
Reports to:	Operations Director
Location:	Bristol

Company pension scheme & private medical insurance following probation period.

28 days holiday per year, including public holidays.

Mobile phone & laptop will be provided.

We understand the importance of a work-life balance and encourage our employees to achieve this.

How To Apply.

To apply for this role, please send your CV and a covering letter telling us why you would be suitable for this role to joinus@clp-airdrawn.com