

JOB DESCRIPTION

PROJECT MANAGER

JOB TITLE: PROJECT MANAGER

CORE HOURS REQUIRED: 40 HOURS PER WEEK

SALARY: STARTING AT £40K PA & BENEFITS

PRIMARY RESPONSIBILITIES

It is expected that you will take ownership of the following:

- Managing a growing portfolio of clients as the primary contact and relationship manager
- Managing each project from initial enquiry, costing, translation of the concept including any bespoke fabrication requirements, through to fulfilment and continued support throughout the event
- Managing projects within an agreed budget
- Pulling together freelance crew and working alongside the crew chief to ensure the smoothest production
- Supporting the continued development of the project office team
- Demonstrating knowledge of industry trends

YOUR SKILLS, QUALIFICATIONS & EXPERIENCE

- Live Events and Music Industry knowledge
- Equipment knowledge and the ability to translate a plot are essential
- International transport requirements
- First class communication skills
- Commercial acumen
- Ability to pull together various strands of complex projects
- Ability to take ownership and accountability when working independently or part of a team
- Critical thinking and high level of attention to detail
- Working knowledge of Office 365

TO APPLY

Fill out our application form on the website or send your CV & cover letter along with answers to questions below to people@negearth.co.uk.

- 1) Are you eligible to live and work in the UK?
- 2) Will you require sponsorship to continue to live and work in the UK in the future?
- 3) We are based in NW10 7LT. Please confirm that you are/will be within commutable distance to NW10 7LT.
- 4) There is a requirement for the ideal candidate to be flexible around working hours as this role will require weekend work on rota. Is this something you would be comfortable with?
- 5) What is your current notice period?