JOB VACANCY:

TECHNICAL EVENTS PROJECT MANAGER

SOUNDS COMMERCIAL GROUP BRISTOL

Based in Bristol with travel throughout the UK and occasionally into Europe

soundscommercial
your complete event partner

Company Overview:

Sounds Commercial Group has over 35 years' experience producing events nationally and internationally.

The group holds extremely valuable, long-lasting relationships with many national and international clients as well as being Official Partners and Preferred Production Suppliers to :
Marriott, Hilton, Kew Green, Ashton Gate, Bristol Sport, Gloucester County Cricket and many many more.

Sounds Commercial has a comprehensive network of technical, creative and logistical employees located across the UK who are able to assist in event design along with technical and studio production.

All services provided are 'in-house' which means that the team have full rein to deliver on every aspect of your event or studio production.

Role Overview:

As Technical Events Project Manager your role is to ensure high quality service is provided to all clients. Ensuring accounts are retained, current business maximised and new business acquired. Events include high profile award shows, conferences, exhibitions, roadshows and product launches.

The role is also responsible for job profitability and the effective management of internal and external resources to maximise margins and add value to the business, be it through sponsorship or PR opportunities.

The post holder will also be responsible for overseeing inhouse event staff as well as freelance and contracted freelance project managers.

The candidate will need to be able to travel with this role and hold a full, clean driving licence.

About You:

- A good working knowledge of AV equipment
- A strong background in technical production planning and logistics
- Advanced IT skills in Microsoft Suite (essential)
- Working knowledge of Adobe Suite (desirable)
- Creative and Set Design knowledge (desirable)
- Well versed in managing multiple high profile projects simultaneously

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Overview of Responsibilities:

Project Management

End to end project management comprising of: Brief taking, budget drafting and control, briefing internal departments, quote preparation, proposal creation and pitch delivery, client and supplier liaison.
Production of: table plans, set designs, technical briefs, H&S paperwork, equipment pick lists and project timelines.

Event Production

Technical Production duties including working across departments to oversee the delivery of: content design, video production, graphic design, script writing, technical design, AV specification, logistics, crew management and full budget control.

Internal Process Management

Maintaining internal systems and processes – developing and managing company and project documentation and templates.

Stakeholder Management

Maintaining high-level input on high profile accounts. Attending client meetings, communicating at levels up to and including Board level. Communicating internally from technical crew through to reporting at MD level.

Business Development

Attending regular meetings with clients across the UK and networking events. Developing marketing opportunities through a variety of channels including sponsorship, social media, print and PR.

Pitching

Lead on tendering and pitching for new business. Identifying new business opportunities.

If you think you have the relevant experience for the role then please send your CV to k.murphy@soundscommercial.co.uk with a cover letter outlining why you will be suitable for this role.

Please note that we will be unable to respond to all applicants due to the large number of enquiries.