



Job Description

The Role: Project Manager

Based: Presentation Design Services, Derby

Purpose: The role of Project Manager will be to assess and respond to new opportunities from existing or new clients in a timely, on brand and coherent way, to manage the preproduction process with the client and our in-house teams and to deliver the event on site, on time, on budget and to the standard PDS is known for delivering.

Role Overview

- Manage all elements of the live event production process from start to finish including:
 - Receiving and responding to initial client briefs
 - Costing and quoting projects
 - Managing budgets to ensure expected profit levels are met
 - Pre-empting and resolving project related problems
 - Communicating courteously and calmly with all stakeholders
 - Producing technical layouts and construction drawings in CAD
 - Planning loading lists, technical requirements and site requirements
 - Effectively predict site personnel requirements
 - Managing fit-ups and breakdowns in a safe and professional manner

Key Responsibilities:

CLIENTS:

Develop positive and mutually beneficial working relationships with new and existing clients

Understand and interpret client briefs, communicating clearly with them about their requirements and second-guessing missing details

Respond to clients using the most appropriate communication method, in a timely, positive and coherent manner.

QUOTING:

Effectively cost projects quickly and accurately, recosting and altering where necessary to meet client budget expectations, ensuring that expected profit levels are met and the assets and skills that exist at PDS are utilised in the most profitable manner.

PLANNING:

Carry out accurate and methodical site survey visits, liaising with venues and external contractors as and when required.

Create and develop technical event plans using CAD software

Understand the construction processes involved in all materials (plastic, timber, metal, fabric etc.), developing construction drawings for all built elements of a project to ensure that in-house and third party workshops understand and deliver as expected

Plan and create technical loading lists, communicating effectively with our warehouse team to ensure a project has everything required, on site and in a suitable condition

Seek assistance from Directors or other members of the team where problems need resolving or where your experience falls short of any of the requirements of a project

Utilise the differing strengths, experience and creativity of other members of staff to ensure your project proposal is the best that PDS can deliver.

Communicate with the Operations Coordinator in the booking of logistics; hotels, crew, trucking ensuring that budgets are met and projects are deliverable.

Produce crew call sheets, production schedules and necessary crew briefing sheets.

DELIVERY:

Act as a PDS ambassador on site, embodying a can-do positive attitude at all times

Deliver projects on time, in a professional and measured manner.

Manage build and breakdown teams to ensure deadlines are met calmly and safely.

Ensure the details and finish levels of all elements are consistent with our company standards

Respond to changing situations and unforeseen problems proactively, safely and with a positive attitude.

Ensure all work on site is carried out in compliance with both legal and company health and safety policies at all times.

POST EVENT:

Carry out a post-event project debrief with your line manager or at the regular events team meetings.

Key Attitudes:

As a company, we believe that service and delivery is everything. We want to provide a better, more professional service than our competitors. You are expected to carry this ethos through your day-to-day work, both onsite and at the company's base.

Fully invest in the contents of the company 'This Is Us' document and all it means to the results of our work.

Strive to be the best in our industry. Saying 'yes' and delivering results wherever possible

Step up to meet company challenges and workloads as and where necessary. Committing to finding solutions to the problems presented by workload and short deadlines with the rest of the Events team.

Key Requirements:

Hold a full and clean driving licence, which will enable you to drive the company vehicles

To be proficient in the use of CAD, Rental Point and other company systems.

To use time in between running projects efficiently to research and develop new ideas and creative processes.

Keep your skill base up to date, researching and spending time with new equipment purchases and processes, along with processes specific to each department.

Be willing to work with and alongside any other area of PDS as and when required.

Suggest any appropriate training courses that may help improve both yourself and PDS processes.

Attend and contribute to PDS event team meetings.

Communicate with marketing department and bring to their attention, all projects we are able to utilise in advertising campaigns.

Ensure all documents relating to your projects are filed in the correct location, within the PDS IT system

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