

Job Title: Project Coordinator, Events

Reporting to: Head of Project Management, Experience

Location: Based at our Norwich Office

Salary Range: On Application

Job Description

Background: The Event Project Management team work closely with a number of internal stakeholders within the business such as Project Leads (Project Managers, Senior Producers, Producers) to provide a variety of day-to-day project support on multiple virtual and physical events which range in complexity.

Job Purpose: As an integral part of the Experience team the Project Coordinator, Events role is demanding and exciting with frequent challenges. The main focus of the role is to provide exemplary project support by coordinating and managing detailed schedules, project milestones, sourcing of assets and liaison for internal stakeholders to ensure that projects are on kept on-track ahead of delivery. The role requires good project planning skills, and experience of supporting multiple projects in a fast paced environment. There will also be some levels of interaction with client contacts and/or working with third party suppliers and venues.

Main Duties:

- Support the interpretation of the client brief, from inception to delivery
- Help to coordinate and manage a detailed schedule throughout the project including note taking for regular progress meetings with client and necessary team members
- Planning, communicating, and maintaining realistic timelines efficiently, within budget, that meet (and hopefully exceed) client expectations
- Ensure all key milestone dates from the project timeline are communicated and delivered internally
- Assist in the management of end-to-end development and communication of all projects needs internally with all departments
- Provide support to the project lead and/or other departments where necessary
- Support other team members, including coaching and developing junior level members of the team
- Ensure excellent customer service and quality delivery
- Attend client and internal meetings as required
- Maintain knowledge on client's internal policies, brand guidelines and external codes of conduct
- Provide support to the event production team on suppliers and ordering of products, props or goods for onsite meetings and manage the delivery / return where applicable
- Identify and flag potential risks and possible challenges
- Support in the consolidation and preparation of initial and final budgets
- Comfortable to travel and support the physical events onsite
- Onsite tasks can include, but are not limited to: artist liaison, stage management, runner, venue support / liaison and looking after crew welfare
- Be a proactive team member within Pb engaging professionally with internal staff whilst also acting as an ambassador for Pb externally
- Uphold the internal policies and procedure, ensuring consistent use across all projects

All Production Bureau Limited employees are responsible for:

- Working to the policies of Production Bureau Limited
- Promotion of equal opportunities and respecting diversity within all aspects of their work
- Complying with all Health and Safety regulations and promoting a safe working environment
- Carrying out additional duties which may be allocated from time to time by the Board of Directors
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Requirements

Essential Criteria = (E) Desirable Criteria = (D)

Qualifications/Skills:

Excellent MS Office skills including Excel (E)

Demonstrable Project planning and coordination skills (E)

Strong interpersonal and communications skills (E)

Good presentation skills (E)

Highly organised and accurate with exceptional attention to detail (E)

Professional / degree level qualification or industry experience in project management (E)

Experience:

Proven track record in client relationship management during work experience or previous job role (E)

Experience of working in a pressured environment adhering to strict timelines and deadlines whilst still delivering great service (E)

A multi-tasker who can prioritise and manage their own workload and lead others when required (E)

Experience of events or hospitality (D)

Numerate and experienced at managing budgets, preparing spreadsheets, costings etc (D)

Attributes:

Excellent organisational skills with a desire to be innovative (E)

Must have a positive 'can do attitude' and be solutions orientated (E)

Ability to work under pressure and to tight deadlines (E)

Client focussed with a desire to deliver exceptional service (E)

Desire to learn and expand knowledge with keen interest in upskilling (E)

Professional and personable individual (E)

Willingness and flexibility to travel frequently within the UK and abroad (E)

A positive and flexible approach to work with an ability to react to change as it happens (E)

A self-motivated, enthusiastic individual with a good sense of humour (E)

Driving licence (E)

Other:

- Flexible about working long hours and weekends as projects may demand
- Willingness to travel in UK / overseas and spend time away from home