

JOB DESCRIPTION

Exhibition Project Manager



Job Title: Exhibition Project Manager
Department: Exhibition and Print
Based: Hartlebury
Reporting to: Head of Exhibition

REMUNERATION

Agreed as per contract of employment.

Bonus & pension contribution scheme as outlined in your contract of employment.

PURPOSE

To manage projects including the development of solutions, planning, management and delivery against set budgets of exhibitions, exhibition stands and printed displays both in the UK and overseas.

PRINCIPLE DUTIES

Project Management

- To ensure that the clients' requirements are met, the project is completed on time and within budget and that all suppliers and/or contractors are completing tasks with the given timeline.
- Management and co-ordination of all assigned project elements.
- To make and maintain regular contact with all clients and suppliers acting as a single point of contact.
- Assist in the development of proposals for solutions and presenting quotations/pitches to client.
- Negotiate cost with all suppliers and costing of proposed solutions.
- Co-ordination of internal resources and management of external contractors.
- Producing timelines and clearly communicating them with the relevant project members and client.
- Managing the timeline document to ensure all deadline dates are being met both suppliers and clients.
- Placing of all project and site service orders where applicable.
- Complete management of project costs using **drp**'s budgeting system.
- Completion of all Health and Safety, Risk Assessment and Method Statements and ensure they are accompanied with all working drawings to be sent to the show organisers.
- Ensuring that all documentation is filed and kept up-to-date.
- Responsible for organising project meetings and distributing project meeting notes to all relevant parties.
- Responsible for all site installations where necessary with administrative assistance and support provided by other team members where projects overlap.
- Ensuring all projects are delivered to a high level of quality in both service delivery and finish.

SECONDARY DUTIES

Sales

- Contact strategically targeted, potential clients via phone, email and face-to-face communications.
- Obtain brief/meeting on behalf of **drp**, leading to the development of a potential solution.
- Contribute to the development of subsequent proposed responses.
- Attend and contribute to client presentations when required.

This list is not exhaustive and you will be expected to work flexibly and undertake other such duties as the management may from time to time reasonably require.

SKILLS

- Must have a high level of organisational skills.
- Must have confident, polite and friendly telephone manner.
- Must be able to competently co-ordinate both people and time.
- Proficiency in logistics and organisation.
- Be able to work under pressure and meet deadlines.
- Be able to communicate effectively both verbally and in writing.
- Willing to work outside normal office hours when required.
- Must be fully computer literate.
- Prince2 Qualification preferred but not a necessity.
- 3 years' experience preferred but not a necessity.
- Must be able to travel globally with no previous activity that may prevent your entry into ANY country.

CHARACTERISTICS

- A true love of all things 'Exhibition'.
- Organised with a true desire and eye for detail.
- Quick to learn and implement new skills.
- Focused on consistently providing high service levels.
- Proactive and positive attitude towards challenging situations and multi-tasking.
- Self-motivated with the ability to work individually and as part of a wider team.
- Willingness to learn new skills and develop existing ones.
- Must be committed to making 'anything possible' with a 'can do' attitude.

OTHER REQUIREMENTS

- Main office base (Hartlebury, UK)
- Full UK driving licence

DATA SECURITY

At all times you must work within the guidelines set out in the **drp's** Information Security Policy and your Employee Confidentiality Agreement. Failure to do so will be deemed as gross misconduct.

HEALTH AND SAFETY

At all times you must work within the guidelines set out in **drp's** Health & Safety Policy and Employee Manual.

FURTHER NOTES

The role will be based primarily in our Worcestershire head office. There will be times when this role will require you to work from the company's other offices. You will be expected to work flexibly and undertake other related commercial duties both in the UK and overseas as the company may from time to time reasonably require.

THE COMPANY

Established in 1980, we're one of Europe's most experienced and largest fully integrated, award winning communications agencies. From the strategic communication consultancy to our complete in-house production facilities for digital media, video, events & print, we deliver to companies of all sizes that span a wide range of markets.

*The **drp**group is an equal opportunities employer.*