

JOB DESCRIPTION

Exhibition Project Manager



Job Title: Exhibition Project Manager
Department: Live
Based: Hartlebury
Reporting to: Director of Events

REMUNERATION

Agreed as per contract of employment.

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

PURPOSE

To manage a variety of exhibition projects including the development of solutions, budget management, end to end planning, management and overall delivery. Projects to include stand-alone installations as well as whole exhibition organisations.

PRINCIPLE DUTIES

- Be the single point of client contact for assigned projects, including regular updates and meetings as agreed with each client.
- Full end to end project management of exhibition solutions.
- Make sure we fully understand the client requirements and that the delivery meets them.
- Make sure every project has a project plan detailing all key production dates and deadlines and that the project is kept on track and delivered on time.
- Full budget management, including forecasting, updates and reconciliation.
- Respond to briefs, working with internal teams to develop solutions and prepare a suitable response / proposal and costings.
- Management of any third-party suppliers, including obtaining quotes, negotiating costs and agreeing ways of working.
- Management of drp internal production elements, working with relevant department leads to ensure everyone has the information they require, and the project is kept on track and within budget.
- Management of any onsite requirements including placing orders where required.
- Completion of all Health and Safety, Risk Assessment and Method Statements and ensure they are accompanied with all working drawings.
- Ensure all documentation is kept up to date and in line with drp's processes and procedures.
- Creation of onsite documentation and schedules.
- Onsite management of stand build and any contractors, suppliers.
- Be the main point of contact for the client on site managing any additional requests and or requirements.

SPECIFIC EXHIBITION ORGANISER MANAGEMENT

- Be the lead project manager for the exhibition.
- Work with the client to understand objectives and requirements for the exhibition.
- Work with production to create floor plans and identify spaces as required.
- Work with wider production teams / client to understand the flow of the exhibition and incorporate any additional elements, such as seminar rooms and catering spaces into floor plans.
- Create exhibition planning documents for exhibitors, providing clear information on timings, restrictions, spaces available, services available and the booking process, information required together with a clear schedule and deadlines.
- Be the main contact for all exhibition stand builders, ensure they have the information they require and that we obtain the information we need from them.
- Management of any third party stand builders employed by drp.
- Work with drp's production lead to confirm all production requirements e.g. Power distribution, rigging and lighting etc.
- Work with the client's internal teams with regards to any display / stand requirements and manage production of those through the normal drp process.
- Work with the Health and Safety team to ensure that all documentation is in place both in terms of the exhibition organiser and any stand builders.
- Creation of any exhibition onsite manuals, including onsite rules and guidance, schedules for loads in/out and build, onsite services, access passes, security requirements and pre-delivery information.
- Onsite management of the exhibition area, including management of all contractors, suppliers and the venue.
- Work with drp's production lead to confirm all production requirements e.g. power distribution, rigging and lighting etc.

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.

EXPERIENCE

- A minimum of 4 years' experience as a project manager specialising in exhibitions.
- Proven experience of managing whole shows as well as individual stand builds.

SKILLS

- Proven project management skills;
- High level of organisational skills;
- Confident, polite and friendly;
- Ability to work on multiple projects at any one time;
- 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;
- Must be able to travel globally with no record that may affect entry into any country;

CHARACTERISTICS

- A service focused individual with a love for all things exhibition;
- Organised with a keen eye for detail;
- Quick to learn and implement new skills;
- Focused on consistently providing high service level;
- 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

- Able to travel throughout the UK and overseas
- Driving licence

DATA SECURITY

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

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.

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

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.

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