



Senior
overtime & benefits

Project Manager, £45,000 - £60,000 per annum +

Company: Wise Productions (UK) Ltd
Location: London, United Kingdom (hybrid)
Hours: 9:30-5:30pm, Monday to Friday

Who We Are

Wise Productions is an **employee-owned** creative events production company based in West London, with a talented team of over 60 Co-Owners. With a longstanding commitment to innovation, excellence, and a client-centric approach, we pride ourselves on delivering unforgettable event experiences in the UK's most beautiful venues.

Our core values of **enthusiasm, dependability, collaboration**, and a **client-first** mentality are at the heart of everything we do, and our recruitment process is designed to zero-in on candidates who truly share these core values. For the right person, this is an exciting opportunity to join a highly regarded event production company, and be part of our future success as we leverage our employee-ownership model to drive further growth.

Position Overview

Wise Productions is seeking an experienced Senior Project Manager to join the team to deliver some of our largest, high-end creative productions in London's most unique and historic venues. Technical/event production knowledge is essential whilst also exemplifying exceptional customer service, diligent budgeting, solid project management and effective communication with the rest of our team. The ability to mentor and train junior members of staff is also fundamental to this role.

Key Accountabilities

- To deliver events with production budgets exceeding £100,000
- Capacity to deliver the target set by the Director of Events
- To nurture the relationships of some of Wise's biggest clients
- To support Project Managers & Project Support Roles with their training and development
- To assist on venue tenders
- Follow the event process set by the Director of Events
- Take the initial brief from a prospect client and be key point-of-contact throughout the process
- Brief internal teams (creative technical, production, scenic) to develop creative designs and accurate costings
- Present proposals to clients confidently to convert business and maximise opportunities
- Manage the overall design concept in close liaison with the creative department
- Meet clients on-site and walk through the event
- Maintain strong relationships with our accredited venues and other suppliers
- Ensure client collateral is received in good time and passed to relevant technical teams
- Prepare production schedule/event running orders
- Oversee the event installation & live event delivery to ensure all our teams produce exceptional service

Contact Details

www.wiseproductions.co.uk
+44 (0)20 8991 6922
events@wiseproductions.co.uk

Office Address

Unit 7 SEGRO Park Perivale,
Horsenden Lane South,
Perivale, Middlesex, UB6 7RH

- Ensure costs are monitored throughout the pre-production process and target margins achieved
- Ensure all contracts are issued to the client in good time
- Attend industry networking/venue promotional events

Day-to-Day Responsibilities

- Project delivery
- Individual lead conversion
- Venue champion
- Individual event GP%
- Client retention
- Training Project Managers & project support roles

Who are you?

- A minimum of 4 years live event industry experience – preferably from an agency, technical/creative production or venue role
- Have an advanced understanding of the event production disciplines (lighting, sound, video, scenic)
- Can confidently run complex events with multiple technical disciplines, such as award shows, large conferences and high net worth private events with challenging run of shows
- Ability to manage and nurture junior members of the team to support them with their development
- Strong work ethic and meticulous attention to detail
- Strong financial understanding of budgeting, profit margins and cost control
- Strong communication skills to ensure information flows efficiently between departments and project critical path is maintained
- Ability to motivate, support and understand different individuals and teams
- Excellent written and verbal communication
- Exceptional organisation and time management skills
- Calm under pressure
- Ability to work in a fast-paced environment
- Confidence in dealing with and presenting to a wide range of clients, truly representing Wise as a company on all work occasions
- Client-facing manner with ability to communicate effectively with a wide variety of event stakeholders from corporates to high-net-worth private clients
- Well-organised with an ability to prioritise work in a deadline-driven environment
- Confident user of Microsoft applications (Outlook, PowerPoint, Excel, Teams)

Interested? We'd love to hear from you! The closing date for this role is **14th March 2025**.
Please email your application to Lizzie O'Hara at recruitment@wiseproductions.co.uk.

Wise Productions is proud to be an equal opportunities workplace and supports requests for flexible working arrangements subject to the needs of the business. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, origin, sexual orientation, age, disability, marital status, or gender identity.

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