



Job title: Project Director

Company: Wise Productions (UK) Ltd

Location: London, United Kingdom (hybrid)

Hours: 9:30-5:30pm, Monday to Friday with events taking place on evenings and weekends

Salary: Negotiable – to include commission, paid overtime or time off in lieu

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

Reporting to the Director of Events, Wise is looking for an experienced Project Director to join the team to deliver some of our largest, high-end, creative productions in London's unique and historic venues as well as throughout the UK and internationally. Advanced technical knowledge is essential, and the individual must exemplify exceptional customer service, diligent budgeting across complex projects, whilst being a role model and mentor to the rest of the projects team.

Key Accountabilities

- Project delivery of events, with some production budgets exceeding £250,000
- To achieve the revenue target set by the Director of Events
- To maintain our desired target margins through diligent budgeting
- Venue champion of an allocation of our core accredited venues
- Supporting our marketing and new business development function
- Training & mentoring the projects team
- Ensuring client retention through excellent customer service

Day-to-Day Responsibilities

- Pitching to new prospective Wise clients
- Taking the initial brief and being the key point of contact for clients from consultation to completion
- Briefing internal teams across all disciplines to develop ideas and accurate costings
- Prepare production schedules for complex shows and brief technical departments/lead operators
- Planning and delivering some of our largest projects both in the UK and internationally
- Oversee the event installation and live event delivery to ensure all teams produce exceptional service
- Nurturing and retaining relationships of Wise's biggest clients
- To build up a portfolio of their own high value clients

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

- Maintain strong relationships with accredited venues and suppliers
- Supporting with venue tenders and attend promotional events
- Support & mentor junior members of staff within the Projects function
- Promoting Wise culture and values throughout every aspect of the job

Who Are You?

- A minimum of eight years of live event industry experience – preferably from an agency, technical/creative production or venue role
- Confidence in pitching and presenting to a wide range of clients
- Strong leadership and mentoring skills
- An advanced understanding of lighting, sound, video and scenic
- The ability to effectively project manage production budgets exceeding £250,000
- To confidently run complex events with multiple technical disciplines such as award shows, large conferences, and high-net-worth private events
- The ability to manage complex projects simultaneously
- Strong financial understanding of budgeting, profit margins and cost control
- Strong communication, work ethic and meticulous attention to detail
- Excellent written and verbal communication skills as well as exceptional organisation and time management skills
- Calm under pressure and the ability to work in a fast-paced, deadline-driven environment
- Willingness to attend evening networking events
- Confident user of Microsoft applications (Outlook, PowerPoint, Excel, Teams)

To find out about our company benefits please view the last page.

Interested? We'd love to hear from you! The closing date for this role is Friday 20th December.

Please address your applications to Lizzie O'Hara – 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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WISE PRODUCTIONS COMPANY BENEFITS

At Wise, we believe in fostering a positive and supportive work environment. As part of our commitment to our Co-Owners' success and happiness, we offer a comprehensive and competitive benefits package. Outlined below are the array of offerings designed to enhance your professional journal and personal life. Your success is our success!

	BENEFIT	ENTITLEMENT
EMPLOYEE-OWNERSHIP	Opportunity of profit share dependent on company performance (including the first £3,600 tax free per annum)	EO benefits shared upon employment
	EO business model – benefits include becoming a company Co-Owner, Employee Voice, and business transparency	EO benefits shared upon employment
TIME OFF & FLEXIBLE WORKING	30 days annual leave, including bank holidays	Immediate upon employment
	Additional annual leave linked to length of service	After 1 year and up to 4 years of service
	Hybrid, flexible working arrangements (role dependant)	On passing probation
	Paid overtime or choice to take TOIL (time off in lieu)	Immediate upon employment
	Opportunities to apply for unpaid leave	Immediate upon employment
	Enhanced maternity, paternity & adoption leave	Linked to length of service
	Additional holiday pay based on average monthly earnings	Immediate upon employment
HEALTH & WELLBEING	Enhanced sick pay	On passing probation
	Health Assured Employee Assistance Programme (EAP)	Immediate upon employment
	Access to 'Medicash' – a healthcare plan with reimburses costs for every day health care	Level 2 – on passing probation Level 4 – after 3 years of service
OTHER	Salary sacrifice 'Cycle to Work' scheme and Octopus Energy 'Electric Vehicle Salary Sacrifice' scheme	On passing probation
	Annual team building day & quarterly socials	Immediate upon employment

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