



Venue Project Manager at FRAMELESS London, £50,000 per annum + overtime & benefits

Company: Wise Productions (UK) Ltd

Location: London, United Kingdom (hybrid)

Hours: 09:30-17:30, Monday to Friday (with a willingness to work evenings and weekends when required)

Who We Are

Wise Productions is an **employee-owned** creative events production company based in London, with a talented team of over 50 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 commitment to **deliver excellence** 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

This is a dedicated, full-time Project Manager role exclusively supporting Wise Productions' partnership with Frameless – a world-class immersive venue. You will own the end-to-end planning and delivery of technical and creative events at Frameless, acting as a confident, knowledgeable point of contact for clients while ensuring every solution is technically rigorous, creatively ambitious and commercially sound.

You will manage projects from initial brief through to on-site delivery and debrief, taking responsibility for kit lists, floorplans, health & safety, and all technical and production requirements, as well as client relationships and project management. The role carries full commercial ownership of all events delivered at the venue, including P&L accountability, revenue growth, cost control, and achievement of agreed financial targets.

You will work closely with Frameless, Wise's internal teams, and external suppliers to ensure seamless delivery in line with venue protocols and Wise's standards. While Frameless will be your primary focus, there may be opportunities to support other areas of the Wise business when capacity allows.

Working Pattern

This is a hybrid role, split between:

- On-site delivery at Frameless
 - Time at the Frameless venue for client meetings, site visits planning and team collaboration
 - Time at the Wise Productions office for project work, team collaboration and training
 - Remote working
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Evening and weekend work will be required when events are live, with time off in lieu or overtime in line with company policy.

Key Accountabilities

- Own the end-to-end delivery of all Frameless projects, following Wise's processes while tailoring them to the specific needs and constraints of the venue.
- Take clear, comprehensive briefs and act as the primary client contact throughout each project, building trust through calm, confident and technically informed communication.
- Develop proposals, budgets and production schedules that balance technical ambition with commercial targets, aligning with agreed revenue and margin objectives.
- Produce detailed kit lists, floorplans and technical specifications, ensuring all solutions are achievable within the venue's infrastructure and aligned with Wise's sustainability practices.
- Lead health & safety planning for all events, ensuring compliance with venue requirements, current legislation and Wise policies.
- Collaborate with Frameless and Wise internal teams to develop well-integrated technical solutions across video, audio, lighting and scenic.
- Plan and oversee on-site activity at Frameless – including installation, live running and de-rig – ensuring delivery is safe, efficient and consistent with venue standards and guest experience expectations.
- Maintain strong working relationships with Frameless stakeholders (Head of Events, Sales & Delivery, Head of AV & Content, General Manager, Venue Ops Manager, and wider team) and suppliers, representing Wise professionally in every interaction.
- Take full commercial ownership of all events at Frameless, managing event-level profitability and supporting the venue P&L through effective forecasting, cost control and delivery against financial targets.
- Keep all project documentation, budgets and project management systems accurate and up to date, supporting visibility and effective resource planning.
- Contribute to continuous improvement through active participation in debriefs and by feeding back insights on processes, technical solutions and client experience.

Where capacity allows, you may also support Wise projects at other venues, sharing expertise gained at Frameless with the wider team.

Day-to-Day Responsibilities

- Prepare and maintain all project documentation, including proposals, kit lists, floorplans, H&S documentation, running orders, production schedules and technical briefs tailored to Frameless's spaces and infrastructure.
 - Manage project budgets: track costs, monitor margins and flag risks early, proposing practical alternatives where needed.
 - Scope and specify technical equipment in collaboration with the production team, ensuring solutions are appropriate for the venue and delivered within budget.
 - Lead client site visits, walk-throughs and planning meetings at Frameless, confidently explaining technical options and their implications in clear, accessible language.
 - Coordinate with operations, crew and suppliers to ensure all logistics – access, scheduling, deliveries and rehearsals – are planned and communicated effectively.
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- Be present on-site for installations and live events, overseeing delivery, troubleshooting calmly under pressure, and maintaining Wise's service standards throughout.

- Support colleagues with Frameless-related work as required, sharing knowledge and ensuring consistency across projects.
- Keep the sales database and financial forecasting systems up to date, and liaise with the finance team on invoices, purchase orders and costs.
- Ensure all event invoices and purchase orders are processed accurately and on time.

Who You Are

- A minimum of 3 years' experience in the live events industry, ideally from an agency, technical production or technical venue background.
- Strong hands-on technical knowledge across the core event production disciplines – lighting, sound, video and scenic – with the confidence to specify, kit list and problem-solve across all of them.
- Experienced in delivering complex, multi-discipline events such as award ceremonies, large-scale conferences and high-net-worth private events.
- Proven ability to manage project budgets up to £100,000, with a solid grasp of budgeting, profit margins and cost control.
- Confident in producing and managing floorplans, production schedules and H&S documentation.
- Skilled at managing multiple projects simultaneously in a fast-paced, deadline-driven environment.
- A natural communicator – calm, clear and credible whether you're on-site troubleshooting with a crew or presenting a proposal to a senior client.
- Client-facing and commercially aware, with the ability to build lasting relationships and represent an agency with professionalism and polish.
- Highly organised with excellent attention to detail and strong time management skills.
- Willing to work evenings and weekends when events require, and to attend industry networking events as appropriate.
- Confident user of Microsoft Office applications (Outlook, PowerPoint, Excel, Teams).

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.
