

# job description

**Role: Digital Project Manager- Virtual/ Live**

**Department: Digital**

**Location: Hartlebury, Manchester, Hybrid**

**Salary: Negotiable**

## Your reason for being here...

Every team member has a purpose, and yours is owning digital solutions for virtual/ live projects in one of our cross-functional production teams. You'll work your magic to build strong relationships and deliver first-class customer service, resulting in the impeccable delivery of projects.

## The way you roll...

You're an experienced project manager who's ambitious, hands-on and enjoys working in a fast-paced environment. You should be able to communicate clearly and occasionally deal with difficult conversations (we like to call this radical candor). You'll happily take responsibility for understanding client requirements and ensuring the Production team deliver these successfully. You'll also have a passion for working as a team (sometimes you might need to work on your own though) to carefully plan and execute top-quality project delivery.

Almost every project will have its differences, but mostly with a short life span (variety is the spice of life), and you'll need to be a keen team member who's happy to be involved in every step of the process. You'll also be super organised, able to manage budgets, production time and have great attention to detail with excellent time management skills - you're not late, late for a very important date.

The right person will blend in with our friendly and collaborative company culture and, rest assured, we all share tea and coffee making duties!

## How you make it all possible...

From the get-go, you will be confident with carrying out the following tasks with minimal supervision:

- Building positive and ongoing client and internal relationships
- Understanding clients' objectives and business KPIs, helping them to be successful - you bring the ideas and solutions (we are all about sharing!)
- Scheduling and carrying out regular client communications, setting agendas, managing budgets, delivering project updates and recording actions
- Occasionally attending live events as a digital lead
- Managing the project budget and ensuring it is commercially successful
- Overseeing the production of a solution from kick-off to delivery
- Playing a key part in costing new projects and tracking time spent in production
- Helping to create proposals for new projects
- Generating new opportunities
- Attending briefings, pitches and debriefs

## What's in your toolbox...

You'll know your stuff; thanks to at least one to two years working in digital and event solutions (in an agency environment):

- You are a team player who cares deeply about others in the team
- You are a problem solver who always looks for a solution
- You can think creatively and generate ideas
- You stay positive when working under pressure
- You have great client management and interpersonal skills
- You have excellent communication skills
- You understand digital solutions
- You can interpret a client brief and provide top-notch solutions
- You can work with a full digital production team, including UX designer, developers and testers

### Skills that would be beneficial, but not essential, include:

- Working knowledge of basic digital software like Git, Jira etc.
- Basic knowledge of development terminology

## Get to know us...

We're one of the most unexpectedly all-round capable communications agencies that's been on the go for years – ever since our head honcho set up shop in a shed back in 1980, in fact.

Since then, we've made it our mission to make anything possible for our many and varied clients, putting our creative flair into delivering strategic communication campaigns, digital solutions, film and videos, events, exhibitions, and a whole lot more in between. We've grown a lot, but we've kept everything that made us great, back from the very day we first started out. Our global HQ and largest studios are smack bang in the middle of the UK and well worth a visit to see for yourself!

## Hang on, there's more...

The role will be based primarily in either Hartlebury, Manchester or at home but there will be times when you'll need to work from our other places and undertake other related commercial duties both in the UK and overseas. Flexibility is key!

We're a friendly team. We really, really welcome anyone who wants to become part of a brilliant company. If you're passionate with a cracking drive to deliver on our 'anything's possible' mindset, we'd love to hear from you!

### **DRPG is an equal opportunities employer**

#### **Data Security** (not super exciting, but necessary)

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

You must also work within the guidelines set out in DRPG's Health & Safety Policy and Team Handbook.