

job description

Role: Exhibition Project Manager

Department: Technical Services

Location: Hartlebury, London, Windsor

Salary: Negotiable

Your reason for being here...

Your purpose here at DRPG is to manage the build of incredible exhibition projects, all the way from initial conceptualisation through to realisation and delivery.

The way you roll...

You're a confident manager who works calmly and effectively with a wide range of people, including colleagues, contractors, venue production staff and conference/event organisers. You know the exhibition production process inside out and have plenty of experience producing live events, plus you can interpret and create even complex CAD drawings.

You've got a flexible attitude and are always willing to work as part of a team, though you work well under your own initiative. You're efficient too and are happy handling multiple projects at once, meeting deadlines under pressure and in a busy environment. Even in difficult circumstances, you always deliver a high level of customer service and inspire confidence in those around you.

How you make it all possible...

- Delivering creatively challenging and inspiring solutions for our clients, pushing boundaries where needed
- Managing on-site Carpentry and Technical elements on exhibitions and experiential builds, plus delegating effectively
- Creating fully detailed, high quality, CAD construction drawings
- Attending various venues across the UK, Europe and Worldwide for site visits, production meetings, exhibitions, and experiential activations
- Working with the Head of Production and Head of Stage & Scenic to advance exhibition related offerings and capabilities within the business

Managing your team and building relationships

- Ensuring adequate and appropriate exhibition management support is provided on assigned projects throughout the entire lifecycle of the contract

- Working closely with a wide variety of team members to achieve desired objectives
- Leading, motivating, supporting and directing the staff for whom you're responsible
- Acting as client liaison when necessary and continue to maintain and build client relationships to a high standard

Keeping the budget in check

- Assisting in the costing and production of client proposals based on their briefs
- Ensuring budgetary targets are met through the proactive management of materials, suppliers, contractors and staffing on an event-by-event basis
- Accurately managing and work within a set budget, ensuring that all financial matters are handled in accordance with company policy

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.

What's in your toolbox...

- Five years' similar experience
- Proven leadership and management skills
- Excellent all-round communication skills, plus good literary and numeracy
- Budgeting and financial skills
- Flexible approach to working hours
- A real resourcefulness and ability to problem solve
- A full, clean driving license

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, Windsor or London 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.