



## PROJECT MANAGER

### Job Overview

This is a pivotal role in a new team. You will help to plan, co-ordinate and deliver a series of live events for a pharmaceutical client across Europe. Experience in roadshow style events would be advantageous.

### Reports to

Head Of Live

### Key Responsibilities

#### Project management

- To manage the day to day project activities
- Interpretation and delivery of the client's brief through compelling, creative and thorough proposals
- Liaison with clients on a project by project basis to implement their requirements with an ability to challenge and suggest alternatives as necessary
- To work closely with the nominated team of core staff and freelance crew
- Communication with the Account Manager and Account Director – ensure cohesion with client objectives
- Ensure all project material is systematically logged
- Good clear communication with clients and other agencies– telephone, Teams calls, email, contact reports, production schedules and attending meetings. Clear actions and deadlines.
- Preparation and ongoing management of budgets in multiple currencies, ensuring 100% accuracy and fluctuations are justified
- To monitor project costs against agreed plans and ensure project profitability
- Ensure that day to day project administration is being dealt with correctly
- Preparation of on site schedules and critical paths
- To liaise with other departments (e.g Technical, Warehouse Operations) within Strata ensuring that schedules and values are met
- Understanding of AV / technical solutions
- Liaising with suppliers – briefing, negotiating and ensuring deadlines and budgets are met



- Leadership of the onsite team ensuring the delivery of the event is seamless and exceeds the client's expectations.
- To ensure that all stakeholders – clients, speakers, crew are well looked after on site and dealt with professionally.
- Facilitate the development of an Event App ensuring quality content and working with the client to ensure that the App is utilised throughout the event.
- Preparing and collating all Health & Safety and Crisis Management documentation to ensure proactive and thorough disaster recovery is in place for all events.
- Ensuring Quality Management of the project from start to finish, to ISO9001 standards
- Record and communicate planning updates to the Account Director during the delivery phases of the project, including any project changes

#### **Brief taking and pitching**

- To work on proposals and pitches in conjunction with the Account team and specialist service departments within Strata
- Writing elements of the pitch
- Confidently participate in face to face pitches for new business should the need arise

#### **Reconciliation and post event**

- Ensure projects are reconciled and information is passed in a timely fashion to accounts, for billing
- Manage internal and external debriefs for the purposes of review and continual improvement
- Help to develop client relationships to encourage organic growth of accounts
- Knowledge sharing: encourage information and learnings are shared amongst the team from an operational, technical, content and venue perspective
- Manage the post event administrative process, including working with the Marketing function to create a case study

#### **Creative**

- Encourage broadminded thinking and open creative approaches
- Keep abreast of and research new approaches to present to clients and the wider Strata team



### **External**

- To ensure an excellent level of customer service and to anticipate client requirements at meetings, on site and location
- Be the gatekeeper at all times for compliance, ensuring the high standards of the events are met but within the requisite guidelines
- To uphold good production values on-site and location
- To monitor the quality of all client deliverables
- To develop client relationships where appropriate
- To be a good ambassador for the Company
- To promote the sale of other Strata products e.g., Digital, Creative Services

### **The Person**

- Educated to degree level or equivalent
- Creative, commercially minded and excited by the challenges of delivering quality event experiences
- At least 4 years experience

### **Key qualities and characteristics**

- Lead by example, operating to an exceptional level of delivery and demand this from all members of the project team.
- Demonstrate the ability to manage multiple projects, clients and deadlines in a calm and composed manner.
- Demonstrate agility and flexibility
- Excellent eye for detail
- A confident communicator, both verbally and in writing
- An ability to build long term, mutually beneficial relationships
- Budget management and commercial acumen
- A strong client service ethic
- Resilience and stamina to sustain performance when under pressure to deliver to a deadline or in the face of demanding customer requirements
- An ability and willingness to travel. This new role requires extensive travel within Europe, potentially up to 2 events a month.

To apply send your CV to [jobs@stratacreate.com](mailto:jobs@stratacreate.com)