



Job Description

Position: **Technical Project Manager**

Reporting to: Managing Director

Salary: Negotiable

Location: Wallingford, Oxfordshire (some remote working negotiable)

Job Purpose

As part of the recovery of the events industry after the COVID-19 pandemic, Origin Technical Productions has an exciting position available for a dynamic and driven, experienced project manager within its technical production operations. The individual should be experienced on working with large scale events and highly experienced with entertainment sound, lighting and video solutions. This position will require the development of new customer relationships to further enhance the Company portfolio and ensure representation of the brand is always exceptional.

The majority of OTP's larger contracts require a combination of both standard, customised and entirely bespoke solutions demanding that, as an individual, you should approach problem solving with a creative flair and be comfortable with using CAD software to design, develop and propose customer-focused solutions.

You will oversee the implementation of indoor and outdoor technical production projects from initial enquiry to final completion. You will liaise with clients from enquiry, through design, quotation, logistics, implementation and after-care for a variety of site-based projects. You will be responsible for booking all related resources, contractors and crewing, and manage project budgets effectively in order to maximise profitability, with detailed management of project-specific profit and loss, procurement, reconciling, authorisation of subcontractors and project payments. You will also assist co-workers to ensure equipment quality through careful maintenance of all Company property.

Principle Accountabilities

Customer Focus

- Communicate with clients to interpret and facilitate their needs for events, making suggestions for equipment, timescales and working environment needs, whilst being responsible for overseeing health and safety needs of all OTP personnel and other sub-contractors.
- Ensure all projects are delivered to the highest standard, with customer satisfaction the utmost priority.
- Prospect and develop long-term client relationships.
- Take the lead in the preparation and presentation of proposal documents and quotations.
- Negotiate and secure orders for quoted services to drive maximum value for money for clients, combined with profitable and efficient supply by the company.
- Provide and coordinate out-of-hours support and advice to active projects and clients, across the productions managed.
- Undertake client visits and site visits, as directed and under your own initiative.

Effective Project Management & Operations

- Act as Project Manager in all areas of delivering a project; to include calculating technical specifications, equipment, crew schedules, power and structural specification, transport requirements, etc.
- Produce Risk Assessments & Method Statements (RAMS) for projects and keep abreast of the company's H&S Policy, current industry regulations and best practice.
- Understand, follow and enforce the current Construction Design Management regulation requirements which must be adhered to onsite by OTP, its on-site team and customer alike.
- Handle rental enquiries for both dry-hire and full-service production clients. Process client requests and issue quotations / proposals for services efficiently.
- Match client requirements to available rental stock to maximise profitable delivery and execution on specific projects.
- Locate and negotiate prices for orders for requirements of sub-hired equipment from the company's suppliers for specific projects.
- Monitor project progress and act as point of contact for clients in the event of any changes or additional requests throughout the project.
- Keep hire management software and paperwork for each project updated and available for input from other team members.
- Prepare project invoices and close job files upon completion of each project.
- Identify and locate potential projects and sales opportunities, feeding information back to team members and reporting to line manager.
- Actively coordinate sales intelligence information and input from the broader team and discuss and input at regular business development meetings.

Building working relationships

- Maintain a positive working environment for the whole team through effective and engaging development of working relationships.
- Engage with external or freelance contractors to outline expectations and create a positive supportive environment in order to effectively complete projects.
- Communicate effectively with the warehouse team to ensure efficient, project specific, preparation of equipment before dispatch to site.
- Communicate effectively with the inhouse logistics team regarding project transport and delivery/collection requirements.
- Attend and initiate team, production and site meetings as required.

Benefits

- Funded training.
- Flexible approach to office and home working.
- Enrolment on the company pension scheme.
- 25 days paid holiday per annum plus bank holidays.
- Company branded clothing and PPE.

Personal Specification

Essential

- Full driving license and passport.
- Extensive on-site technical experience with sound, lighting and video equipment.
- Commercially astute understanding of profitability, budget monitoring, margin protection and cost control.
- Excellent communication skills at all levels, both internally and externally.
- Autonomous but effective team player with the ability to work on their own as well as part of the team, create own deadlines and manage own workload.
- Proactive, practical, self-motivated individual capable of working on their own initiative in a constantly changing environment and fast developing company.
- Exceptional writing skills; delivering and presenting proposals; expressing ideas and concepts to a client or industry partner.
- Good working knowledge of a range of Lx fixtures and control systems; sound systems and desks; AV & modular LED panel systems; and rigging equipment.
- Paramount attention to detail and accuracy.
- Creative thinking and willingness to contribute ideas.
- Good working knowledge of computers, covering both standard office software and CAD platforms.
- Professional manner, positive attitude, helpful approach; and a sense of humour.

Desirable

- Additional B+E, LGV or HGV driving licenses.
- Plant and machinery licenses, including but not limited to forklifts and telehandlers.
- Additional training certificates including but not limited to IPAF; NRC; working at height; first aid.