



# JOB DESCRIPTION

## PROJECT MANAGER

### COMPANY SUMMARY

Rockit is a technical production and hire company, supplying the event industry with technical services, lighting, sound and audio visual equipment. The company was founded in 2007 and has experienced rapid growth in the five years pre-pandemic, meeting and exceeding the needs of a wide and prestigious client base. Rockit is a small company, with a huge appetite to succeed, striving to maintain a personal, bespoke and flawless experience for our clients. Our 'can do' and thorough approach ensures the exceptional standards required to deliver the high quality events in which we pride ourselves. With our office & warehouse based in Hertfordshire, we have good transport links into Central London where the majority of our work is placed although our clients and events are placed across the UK.

### JOB SUMMARY & WORKING DETAILS

- Job Title:** Project Manager
- Responsible to:** Head of Projects
- Place of work:** Norton Building, 14 Tewin Road, Welwyn Garden City, AL7 1BW
- Salary Range:** £30,000-£45,000 negotiable dependent on experience.
- Weekly Hours:** 42.5 hours per week, 8.5 hours per day with a 30 minute lunch break. 5 days per week, Monday to Sunday as required, with a maximum of 2 weekends expected per month.
- Overtime:** Overtime rates are pro-rated. You will be required to work late, outside of 'normal hours' during busy periods and a flexible approach to overtime will be required.
- Holiday:** 30 days including bank holidays. Our holiday year runs from April to March.

### JOB OUTLINE

As a project manager, your role will be balanced between office and on-site work, requiring a hands on approach and adaptation to different working environments. No two days are the same and you will be responsible for managing accounts and creatively driving projects while readily taking the lead on site to ensure flawless execution of your projects. Your people skills will be the key to success, supporting your clients to achieve exceptionally planned events that are of highest standards while motivating your team to ensure your visualisations become a reality. While on site you will be adept at managing the balance between client liaison and ensuring your team are well supported. During loads and unloads you will actively lead by example, ensuring that the process is efficient, maximising time and space. Physical fitness is of utmost importance with you being capable of heavy lifting and comfortable working at height. As a small business, teamwork and willingness to go above and beyond is crucial; we will require you to work proactively as part of the team, supporting all aspects of the company workload. We hugely value individual contributions and therefore we are looking for someone who is happy to be proactive and use their ingenuity to develop and promote improvements in the way we work as a company. Through the planning stages of the event, it is important you have significant knowledge and experience with lighting, sound, video, staging, set and must be confident in specifying the right equipment for the job. You must work with the company's current stock holding, but also have a good knowledge of sub hired equipment, building strong relationships with local suppliers. With quick turnarounds and high pressures, you will need excellent time management skills to ensure all work is completed efficiently and thoroughly. We pride ourselves on our excellent reputation for high quality execution and 'nothing being too much trouble' service, so you must reflect our high standards and hard working ethos throughout. It is important that you have clean personal hygiene, smart presentation and a polite, accommodating personality. Live events can mean long hours, with early starts, late evenings and work at the weekends so a positive, good humoured attitude is essential alongside a passion for and dedication to the industry.

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### ROLES AND RESPONSIBILITIES

To include but not restricted to:

- Building and nurturing new business, generating new revenue streams and managing your own accounts and clients
- Producing quotes, carefully specifying equipment using current software systems
- Visualising, planning, and executing events from start to finish
- Leading site meetings & technical assessment of the venue and event, discussing client needs & requirements
- Production of CAD plans, renders, room layouts, design, patch and power plans
- Sourcing cost effective and well planned sub-hire solutions when in-house kit is unavailable
- Carefully monitoring financials for your events with clear profit and loss calculations
- Working with Operations to ensure processes are thorough, timely and suit business requirements
- Thoroughly planning equipment lists and preparing, loading, unloading and de-rigging equipment
- Ensuring site, job and H&S paperwork is accurately completed, processed and stored
- Actively leading builds, lives and de-rigs on site including significant manual handling and use of ladders and equipment to work at height
- Driving large vans predominantly in and out of Central London
- Managing and leading teams including freelancers, contractors and work experience students when on-site
- Active involvement with training, recruitment, influential change and decision making to drive company growth
- Any other reasonably requested duties as requested by the management

### ESSENTIAL SKILLS

- Significant knowledge and experience with Lighting, Sound, Video, Staging and Set
- Technical Project Management experience
- Live Event Execution and Operation experience
- Good basic electrical knowledge
- Good IT knowledge, including proven experience with hire tracking software.
- Physically fit and capable of heavy lifting
- Comfortable working at height
- Tidy and organised working style with excellent time management skills
- 'Can do', flexible attitude with proactive approach
- Self-motivated, driven style and happy to work alone
- Strong team player with exceptional people skills
- Thorough approach to working with clear plans and close attention to detail
- Proven ability to work well and problem solve under pressure, with tight deadlines
- Excellent communication skills
- Exceptional customer service with a polite and accommodating approach
- Full, clean, UK driving license

### DESIRABLE SKILLS

- 5 years technical event industry experience
- 1+ years project management experience
- Proven ability in and experience with attracting and securing new business
- Experience with managing people in a day to day as well as live event context
- Experience managing jobs on-site
- Experience producing profit and loss reports for events
- Qualification related to AV, live events or theatre production
- Multi-disciplined technician
- CAD & design experience
- IPAF qualification
- First Aid qualifications
- Electrical and/or Rigging experience
- Experience working with staging and set
- Experience driving large vans in Central London