

# Project Manager

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|-------------------------|---|
| <b>Remuneration:</b>    | R28000 - R35000 per month negotiable basic salary |
| <b>Location:</b>        | Cape Town   |
| <b>Education level:</b> | Degree  |
| <b>Job level:</b>       | Mid   |
| <b>Type:</b>            | Permanent   |

We are looking for a technically inclined Project Manager to join a leading experiential agency in their Cape Town office. This is a work from office position in cape Town. The desired candidate must have agency experience, concentrating on large scale events and activations with a national foot print.

## Overview:

As a Technical Event Manager, you will be responsible for planning, coordinating, and executing a wide range of events, activations, and below-the-line campaigns for our clients. You will work closely with clients, vendors, and internal teams to ensure the successful delivery of high-quality experiences that meet our clients' objectives and exceed expectations.

## Responsibilities:

### Event Planning and strategy:

- Collaborate with clients to understand their goals and objectives for events, activations, and campaigns.
- Develop comprehensive event strategies, including conceptualization, budgeting, timelines, and logistics planning.
- Identify and recommend innovative technical solutions to enhance event experiences and engagement.

### Project management:

- Lead and manage end-to-end project planning, execution, and evaluation for multiple events and campaigns simultaneously.
- Create and maintain project timelines, budgets, and critical path schedules.
- Coordinate with internal teams, external vendors, and freelancers to ensure seamless execution of all project deliverables.

### Technical production:

- Oversee technical aspects of events, including AV production, lighting, sound, staging, and special effects. We have string partners for all of this, but understanding and management of this would fall in the role.
- Source and manage technical suppliers, contractors, and equipment rentals.
- Conduct site visits and technical rehearsals to ensure all technical requirements are met and troubleshoot any issues as needed.

### Client management:

- Serve as the main point of contact for clients throughout the project lifecycle.
- Provide regular updates, progress reports, and post-event evaluations to clients, ensuring their satisfaction and retention.

- Proactively identify opportunities for upselling or expanding services to existing clients.

#### **Team leadership and collaboration:**

- Lead and motivate cross-functional project teams internally and externally, including designers, creatives, technicians, and vendors, to deliver outstanding results.
- Foster a collaborative and inclusive work environment, encouraging creativity, innovation, and continuous improvement.
- Delegate tasks effectively, ensuring each team member understands their responsibilities and deadlines.

#### **Quality assurance and risk management:**

- Implement quality assurance processes to maintain high standards of execution and deliverables.
- Identify potential risks and develop contingency plans to mitigate them, ensuring smooth event operations and client satisfaction.
- Ensure compliance with health and safety regulations, industry standards, and best practices.

#### **Skills**

- Problem Solver
- Must be organised
- String technical knowledge
- Supreme client service skills (matched with project management)
- Leadership skills with the ability to inspire and motivate teams
- Availability to work flexible hours, including evenings and weekends, as required by event schedules.
- Proficiency in event management software and tools (Chase, Google docs and other platforms)
- Creative problem-solving abilities and a proactive approach to challenges.
- Strong presentation skills (from creative presentations to event plans)

Posted on 02 May 15:02, Closing date 1 Jul

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