

GLASGOWS

Project Manager

12 month contract with a view to a permanent full-time position

Glasgows, Unit 5, Centurion Court, Farington, Leyland, Lancashire, PR25 3UQ

www.glasgows.co.uk

Who are you?

We're looking for an exceptional Project Manager to join our talented team, supporting us in delivering our impressive and increasing portfolio of work. You will be creative, organised and highly motivated to work as both a self-starter and as part of a larger team working on complex projects. This will include the event management and production of a wide range of live events, from virtual and in-person conferences, seminars, roadshows, exhibitions and award ceremonies. Experience managing virtual and hybrid events and a good working knowledge of virtual meeting and events platforms, is desirable.

You will be able to demonstrate your track record within the events industry, having worked with similar agencies in the delivery of live events for public, private or third sector clients for ideally over 4 years.

You will be a first point of contact for our clients and so you will be approachable, articulate, confident and able to interpret client briefs to develop innovative approaches and solutions.

You will thrive under pressure, relish a fast-paced environment and take interest in varied work from our diverse range of clients, whilst enjoying the totality of project work from start to finish.

everything is possible

Who are we?

Glasgows is a leading events, film and digital agency with complimentary in-house services including events management, production, creative, web development and much more. We've built a solid reputation over 33 years as being a number one choice for our range of high-profile clients, delivering exciting solutions where "everything is possible"!

The role

Becoming part of our close-knit team, you will lead in project delivery providing end-to-end management for events and related projects all over the country. You will report to and be supported by the Head of Projects.

Responsibilities will include:

- Taking client briefs
- Managing and developing key accounts
- Liaising with clients and updating them accordingly
- Writing innovative proposals and pitching
- Creative management and co-ordination of printed event materials, websites, interactive apps, film and animations
- Managing the event from inception to completion
- Collaborating closely with the wider project team
- Managing budgets
- Team leadership, in the planning stages and onsite
- Evaluation analysis and reporting

This is an exciting opportunity for the right person with considerable industry experience within an agency or corporate environment where you have been running your own events. It is not a traditional 9-5, events are held across the UK and the ability to travel and stay overnight on occasions, is prerequisite. A full, clean UK driving license is essential.

What we're offering

The position carries an excellent package, expected to be in the region of £28,000 to £34,500 (pro rata) depending on experience, plus benefits including contributory pension scheme and non-contractual profit-related bonus scheme. The post is based at our main office in Leyland however, under current lockdown

circumstances, the ability to work from home is required. Full-time contracted remote working is also a possibility for the right candidate.

Interested?

If you possess these skills and would enjoy working in a friendly environment as part of a hard-working team, then we want to hear from you.

Please email your CV, including details pertaining to the skills/experience requirements above, along with the names of two referees from your present/previous employment and current salary details to g@glasgows.co.uk.

All applications will be treated with confidentiality.

Glasgows is an equal opportunities employer and welcomes all applications.