



Event Production & Design

## Senior Project Manager

### **The Company:**

Light Motif is a London based full-service event production company, providing creative specialised solutions and technical equipment for a wide range of high profile live events. We couple this with consistent and reliable delivery of each element.

We work in some of London's most exclusive high-end events venues with some of the world's most prestigious brands. [Venues we work in \(click here\)](#)

We provide technical production (lighting, sound, AV, custom scenery, furniture, graphics etc) to a range of high-profile events. The work is fast paced (install times of 45 minutes are not uncommon) and diverse in scale but offers a chance to be part of some of the most prestigious events in London.

As a rapidly growing team we can also offer many routes for internal promotion, as well as the opportunity to experience a number of different aspects of the business.

Following a successful period of development of the company and a relocation to larger premises, Light Motif have a number of opportunities available to join their dynamic team.

### **The Role:**

This hands-on role takes responsibility for the delivery and management of smaller scale, key projects of the company. The role ensures the profitable and efficient design and delivery a wide range of high-profile live events.

*The Senior Project Manager* will manage the client relationships and design and delivery of the company's larger projects. You will have experience in a similar role and experience of the Unique Venues of London sector.

The role involves:

- Hands-on Project Management of full service productions and projects. Including the coordination, pre-production, systems design and delivery of a broad range of projects and market sectors.
- Efficiently respond to enquiries from the company's clients and to handle and develop customer relationships.
- Act as Project Manager in all areas of delivering a project; to include calculating technical specifications, equipment, crew schedules, power specification, transport requirements, etc. This project handling will be practical, administrative and commercially minded.
- Handle enquiries for full-service production clients. Process client requests and issue quotations / proposals for services efficiently.
- Identify new equipment, designs and processes that will improve our output.

**Key Skills:**

- Good communications / interpersonal skills.
- Commercially astute. Good understanding of profitability, margin protection, cost control and basic accounting practices.
- Ability to manage a situation and effectively deal with both junior and senior colleagues.
- Good working knowledge of full range of current lighting, audio, video & rigging equipment and practices.
- Strong IT knowledge preferably with a working knowledge of CAD software – ideally Vectorworks
- Eloquent. Able to write a proposal and express an idea or concept to a client or industry partner, either written or verbal.
- Numerate. Able to use spread sheets and IT to monitor budgets, profit margins etc.
- Attention to detail and accuracy
- Proactive, self-motivated individual capable of working on their own initiative in a constantly changing and pressurised environment and fast developing company.
- Ability to travel within UK, Europe & internationally.

**What we offer:**

Salary of £40-55k

28 Days Holiday

Occupational sick pay.

Pension contributions through auto enrollment

Flexible working hours, and time off in lieu scheme.

Cycle to work scheme.

Additional day of holiday for every year at the company (up to 5 days)

Access to our Health & Wellbeing platform

**Application details:**

Please send a covering letter stating why you want to work for Light Motif and why you would be suitable for the position, along with a copy of your CV to [careers@lightmotif.co.uk](mailto:careers@lightmotif.co.uk)

Place of work:

This role will be based in our London Office / Warehouse in Bellingham (SE6 3BX)