



Job Vacancy

Senior Project Manager (Audio)

SALARY £26 – £38k Dependant on experience
START DATE ASAP
TERM Full Time (six month's probationary period)

ABOUT US

VME is a production company based in Cheshire. We are a multi-disciplined organisation who thrive on creating the events our clients can only imagine. We provide technical equipment, staff and services to the live event and broadcast industries. We strongly believe that our staff are key in achieving our goals, by providing clients with the quality service they deserve, and are now accustomed to.

Our client base is varied, providing our team different challenges from one project to the next. One day you could be delivering a corporate conference for a blue-chip company, the next day in an arena project managing a high-profile concert or broadcast event.

JOB OVERVIEW

Reporting to the General Manager, you will be part of the core management team at VME working on a wide variety of events. This role is an exciting opportunity for the right candidate to immediately contribute to the growing success of VME and to work within a young, dynamic, open minded and supportive team gaining recognition for their individual contribution.

Project Managers at VME oversee any project across multiple technical disciplines, ensuring that equipment, crew and logistics are allocated and coordinated as necessary. Whilst you will be involved with a variety of projects and their technical disciplines, in general you will manage the audio component of any project, delegating where necessary, but taking overall control in the delivery of audio systems that VME as a company provide.

Clients will range from private individuals through to event organisers and from festivals through to large banking, pharmaceutical and technology corporate clients. VME Project Managers see an event through from initial order through to completion – This is both an office and on-site role – You will work through the planning of a project in the office then be the lead contact on site and run the event. The successful candidate will be able to take the lead with supervising and instructing teams onsite effectively, according to company policies and procedures. They must have an excellent understanding and knowledge of equipment and software used in the industry today, and be able to problem solve and fault find in a logical and methodical way.

This is a highly challenging role, and the successful candidate will be passionate, methodical and service orientated. Candidates will have the business acumen, technical aptitude, solution orientated skills and professionalism to deal with a wide variety of clients. Over time you will build up good relationships with a number of our key customers, and become a key member of staff in the day to day running of the company. An open-minded approach to working hours is essential, as this role will adjust dependant on our client's requirements. You must be able to work evenings and weekends if necessary, sometimes at short notice.



KEY RESPONSIBILITIES

- Handle designed project enquiries either by telephone, -email and/or site visit
- Quote the project accurately, ensuring the equipment specified is suitable and as per design
- Create prep lists and liaise with the warehouse manager to ensure the hire is prepared accurately and to a high standard
- Source and book freelancers, local crew, transport and accommodation
- Schedule the project within VME internal systems and create and circulate production schedules / call sheets
- Ensure all health and safety documentation is created and submitted for each project
- Deliver the project onsite or via a designated project manager, ensuring the project is delivered to the highest standards
- Identify improvements to performance and process through a concept of Continual Improvement
- Ensure any purchases necessary are made with suitable timescales
- You will be expected to manage your own workloads effectively, ensuring all activities are managed to conclusion with anything outstanding identified and reported along the correct channels.

SKILLS & EXPERIENCE

- A proven track record within a similar role in an events / production company for the past 5 years
- An excellent technical understanding of audio systems in general across rock & roll and corporate environments
 - Digital audio networking
 - Flown line arrays
 - Time alignment and signal management of multiple loudspeaker systems
 - Digital mixing consoles
 - Radio microphone systems, frequency management and licensing
- A degree of technical knowledge across our main areas of expertise
 - Generic and moving lighting systems
 - Trussing, motors and general rigging knowledge
 - LED screens and basic video distribution systems
 - Generators and power distribution
 - IP Networking (TCP/IP)
- Good knowledge of using various software package; Microsoft Office especially PowerPoint, Q-Lab, Playback Pro and Adobe Photoshop / Illustrator.. Knowledge of HireTrack NX or similar inventory management system
- Have a good understanding of Health & Safety legislation and guidance and safe systems of work.
- Problem solving in high profile environments under short time constraints, whilst remaining calm and proactive
- Good literacy and numeracy skills.
- Clear and concise verbal communication skills, with the ability to motivate teams under their direction, and liaise with management appropriately on site.
- A full current and clean driving licence.
- Physically fit to complete general manual handling and working at height tasks.
- Flexible approach to working times and tasks, to suit the needs of clients and the business.