



**Job Title** Project Manager  
**Reports to** Senior Project Manager

## Job Specification

Over the past decade, Rigging Team has enjoyed steady growth to become recognised as one of the industry's most respected providers of rigging equipment and support services. Working across the full spectrum of entertainment production, including TV, film, theatre and live events, Rigging Team are highly experienced in the reliable, safe provision of equipment, support and technical expertise to productions of all sizes; often creating bespoke solutions for projects which others may consider impossible.

We are looking for an enthusiastic and skilled individual to join our busy team in our Stevenage head office in the role of **Project Manager**.

Reporting to the Senior Project Manager you will be responsible for all aspects of a project from inception to completion. Working with Clients across a number of industries, you will be expected to perform various tasks including co-ordinating internal and external resources, advising the client on the most suitable solution taking budget and time constraints into consideration. You will create and update project documentation including technical drawings, specifications, crew schedules Health and Safety documentation. Travel will be expected for meetings, site visits and projects.

You will be expected to contribute to the continued improvement and success of the company including developing our industry contacts and identifying new opportunities. Working with members of different departments to pass on knowledge and skills to others as well as identify process and procedural improvements that will benefit the company as a whole.

To succeed in this role you must have an excellent technical understanding of rigging and/or project management within the entertainment industry as well as understanding of relevant legislation and industry best practice. You must have excellent written and verbal communication skills and proven time and budget management experience. A high level of attention to detail, self-motivation, focus and a commitment to providing a high quality service are essential to ensure that every client has an excellent experience with Rigging Team.

Normal working hours are Monday to Friday 9am to 6pm. Due to the nature of our industry working hours can be flexible with some evening and weekend work required. A full UK driving licence would be beneficial.

This is a fantastic opportunity for the right person to join a fun and friendly team in an exciting and challenging industry. We believe in growing the skills of all of our staff and offer opportunities to develop new and existing skills.

To apply for this position please send your CV to [careers@riggingteam.com](mailto:careers@riggingteam.com) with a covering letter telling us a little about yourself and what makes you special.

No agencies.

**RIGGING TEAM LIMITED**

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## Responsibilities & Requirements

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### Key Responsibilities

- Managing appointed projects from concept through to completion, including equipment, crew, and logistic requirements to company standards.
- Act as single point of contact with clients managing client's expectations through quotation, delivery and follow-up stages building strong working relationships.
- Producing technical documents, drawings, and plans
- Preparing Health & Safety documentation.
- Working to, often tight, budgets and timescales Attending site visits, meetings and travelling as required
- Customer relationship management - ensuring that our customers enjoy a great experience with Rigging Team
- Become familiar with our cloud-based quote, hire and job system

### Additional Responsibilities

- Supporting other team members as required
- Help to develop the skill base of other internal staff
- Support the Senior management team in developing processes and procedures to improve all aspects of the company operations
- Seek to continually learn and grow your technical, project management and interpersonal skills

### Business Development

- Work as part of the team to build and develop the company
- Act as an ambassador for the company at all times
- Proactively seek opportunities for business development

### Main requirements

- Knowledge and experience of rigging practices within our industry
- Knowledge and experience of temporary demountable structures would be advantageous
- Experience in managing projects.
- Knowledge of Health and Safety and best working practices
- Strong commercial and financial awareness
- Strong communication skills both written and verbal in fluent English
- Computer literate and familiar with CAD software
- High level of attention to detail and a commitment to quality
- Good organisational skills and flexibility
- Highly motivated and focused
- Strong customer service skills
- Strong networking skills with the ability to build, develop and maintain relationships
- Previous experience in a similar position is an advantage