



Project Manager Live Events

POSITION DESCRIPTION

Position Title	: Project Manager
Department	: Live Events
Reporting To	: Head of Projects
Grade	:
Date Prepared	: Dec 2022
Contract Period	: As per contract and in accordance with the UAE Labour Law

HOURS OF WORK

Normal office hours are 09.00am to 18.00pm, Monday to Friday. However, given the nature of our business, you will be expected to work such hours as may be reasonably necessary to enable the proper performance of your duties. Employees in salaried senior and managerial positions are not entitled to show rates, weekend rates, overtime or supplementary payment for any additional time worked outside of normal business hours.

BACKGROUND

Creative Technology M.E (CT) is the world's leading supplier of specialist audio-visual solutions to the live events industry. CTME provides cutting edge audio-visual services to a diverse clientele both locally and globally. With offices in the Middle East, USA, Europe, and Asia, CT has established itself as a market leader utilising the strong relationship between our international offices. In the Middle East we offer complete full-service offering from rental, sales, installation and managed services across all entertainment technology sectors. The staff at CTME are expected to be proactive, adaptable to change and enjoy being part of a successful developing business.

POSITION PURPOSE

Project Manager, the purpose of the role is to be the main company representative to manage the process of Live Event Technical delivery from appointment to completion and to be the point of contact for the client, design team, sub-contractors, and delivery team.

RESPONSIBILITIES

Key Responsibilities

- Strategic relationship development and management of Key suppliers and clients
- Maintain technical standards, best practices, process, and document control to support all aspects of Live Event projects.
- Ownership and development of process and associated documentation required for events including quotes costing, Purchasing, event briefings, post-event report health, and safety documentation in line with ISO 18001 and ISO 9001.
- To provide critical on-site support and decision making to both the delivery team and the client
- Resource management for live event projects, crewing, logistics etc.
- Management of all allocated live event project Budgets
- Liaison with CTME Business development and provide support for quotations, site visits and proposals.
- Attendance at client offices and on-site for project meetings
- To be Project lead on assigned Live event projects.
- To actively support CTME in locating and securing new live event projects within the region
- Day to day management of the onsite delivery team
- To actively support the company in retaining ISO standards achieved and managing nonconformity along with review and development of sops and corrective action logs.
- To attend, instigate and on occasion chair the relevant team meetings as part of the CTME communications strategy.
- To be the responsible person for the allocated projects about Health and Safety
- To communicate with all other CTME departments concerning Personnel logistics, accommodation, etc. along with warehouse and operational requirements and warehouse activity
- To undertake any allocated additional duties relevant to position, skills, and experience.

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Specific Responsibilities

- Assess and quote to ensure the project is commercially viable, including adhering to all CTME financial requirements and processes.
- Distil and specify technical requirements and resources for all allocated Live event project requirements.
- Manage the approved CTME rental software and schedule for the project and the CT technical equipment, personnel, and other resources.
- Inform operations of transportation and crewing requirements of projects
- Produce manage and distribute project schedules including related resources planning.
- Manage the supply chain and procurement for the project.
- Ensure the completion of onsite delivery notes
- Provide onsite leadership and direction for the team, local crew, and client.
- Supervise to ensure adherence to all site conditions and CTME standards during build including set up, rehearsals, show and breakdown.
- Produce, supervise, and oversee production of all live event project documentation requested by clients and venues.
- Complete post event show reports including marketing debrief
- Develop and maintain working relationships with client base, and suppliers both new and old.
- Review, assess and cost for Live event Projects with commercial and technical expertise & knowledge.
- Produce system designs using appropriate software packages such as Auto-Cad, Project, Teams etc.
- Implement and supervise Standard Operating Procedures for the project management department.
- Maintain, develop, and administer projects from new business or continued account leads within Live Events.

General Responsibilities

- Attend site for inspections, and meetings as required.
- Attend company and departmental meetings as required.
- Deputise for other CTME team members, as necessary.
- Support the sales team in assessing bids and feasibility of projects.
- The ability to manage AV personnel and sub-contractors.
- Recommend and maintain a freelance database of additional personnel.
- Record keeping and general administrative duties as required.
- Manage own health and safety and that of other people who may be affected in the workplace.

PERSON SPECIFICATIONS

- Minimum 5 years of professional experience in a similar position.
- Excellent Live Event Project Management experience.
- Experience in managing large budgets and cash flow.
- Knowledge and evidence of Live event Audio, Video and Lighting systems and control.
- Experience in managing teams.
- Experience with Live event project management tools such as Rental point, R2 etc.
- Experience in management of procurement logistics.
- Knowledge of construction H&S, site management and testing & commissioning.
- Experience in technical Documentation and Health and safety documentation.
- Knowledge and experience of current entertainment technology required for large scale events.
- Knowledge of relevant software programmes (i.e. Auto-Cad) and evidence of using them.
- Experience in electrical, electronic and software systems.
- Excellent communication and interpersonal skills. Communicates in a positive and inclusive manner always demonstrating respect towards others regardless of job level
- Structured, Methodical working practices.
- Strong attention to detail, data management and quality of work.
- Fluent in English, written & spoken.
- Flexible to work based on the requirements of the live event industry.
- Willingness to work independently and unsupervised or in a collaborative manner as part of a team



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- Able to deputise and/or provide coverage when requested
- Participate in training as directed.
- Willing to work outside of the UAE on projects in the GCC and beyond
- Ability to deliver superior service and build lasting relationships by demonstrating the Company's Core Values: Do Right, Embrace the Possible, Be Fearless, 1+1=3, and Deliver the Wow.

The job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position.

This job description is intended to be an indication of the scope of the role. In addition to these functions, employees are required to carry out such other duties as may reasonably be required.

The Position Description detailed above has been read by me and I fully understand and accept the position as described therein.

Employee

Date

Line Manager

Date