

STAGE ONE

PROJECT MANAGER – CREATIVE PROJECTS



STAGE ONE

**You may not have heard of Stage One, but we can guarantee you will have seen our work.**

From the set of the TV show The Voice, to the Mercury Music Prize stage and even the 2012 Olympic Cauldron we produce work that is seen all over the world.

**We are a creative construction and manufacturing company and are responsible for delivering some of the most iconic projects in recent times.**

We are a multi-disciplined manufacturing facility spread over 12,000Sqm of estate with four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

**The Project Manager will be responsible for managing a diverse range of creative manufacturing & construction projects from concept design stage, all the way through to site handover and reconciliation.**

## DETAILS OF THE ROLE

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| <b>SALARY</b>        | Dependent on experience  |
| <b>HOURS OF WORK</b> | 40 hours per week<br>8am – 5pm, Monday – Friday, with overtime as required |
| <b>LOCATION</b>      | Based at Tockwith, near York, with site as required                        |

## ABOUT THE ROLE

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### Key Responsibilities:

- Through liaison with the Account Management team, clearly define the scope of works and specification for your projects.
- Produce programmes of work for your projects, establishing milestones along a critical path and actively tracking progress.
- Work with internal departments and the Production Team to ensure projects are resourced adequately to meet milestones.
- Actively monitor budgets & spending throughout the project lifecycle, keeping all stakeholders updated accordingly.
- Highlight potential contract variations with clients, communicating commercial & programme impacts in a timely manner.
- Work with the Production Management team to oversee the relevant manufacturing processes through the production phase, clearly defining expected quality level for components.
- Develop and manage procurement plans for all necessary materials, plant & services required for your project.

## ABOUT THE ROLE

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### Key Responsibilities:

- Prepare loading & logistical plans to ensure projects are efficiently transported to & from site.
- Manage crew planning documents to ensure sufficient resources & skillsets are booked for site and workshop activities.
- Support the Account Management team in preparing quotations, in line with company procedures.
- Provide advice and guidance to clients regarding project requirements, constraints & options within their available budgets.
- Prepare and deliver project brief and debrief meetings with all relevant departments.
- Initiate and lead regular project update meetings.
- Work with the Head of Design and Fabrication to plan and manage design review meetings.
- Ensure the Design Team receive accurate and complete information that relates to the design requirements of your project.

## PERSON SPECIFICATION

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### **QUALIFIACATIONS**

#### ESSENTIAL

- A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience.

### **KNOWLEDGE**

#### ESSENTIAL

- Demonstratable project management experience.
- Planning and logistical experience.

## **PERSONAL ATTRIBUTES**

### ESSENTIAL

- Positive attitude to work, enthusiasm, and commitment.
- Highly organised and able to work flexibly, under pressure, and to tight deadlines.
- Have the ability to stay calm in potentially high-pressure situations.
- Remain positive when setbacks are encountered.
- Have a flexible approach to working hours, particularly during busy periods of the year.
- Willingness to undertake relevant training as appropriate.
- Willingness to adopt new ways of working and to make improvements.

## **SKILLS, EXPERIENCE, ABILITIES & COMPETENCIES**

### ESSENTIAL

- Experience of working to varying production deadlines & changing specifications

### DESIRABLE

- Experience of working in the large-scale events, theatre and TV sets, ceremonies, art installations and architectural pavilions industries
- Experience of leading a team / supervising
- Experience of writing risk assessments and method statements
- Experience of managing budgets for projects



STAGE ONE

**INTERESTED?**

**IF YOU WOULD LIKE TO APPLY,  
PLEASE SEND YOUR CV AND  
COVERING LETTER TO  
RECRUITMENT@STAGEONE.CO.UK**