

RSH AUDIO

Job Description

Project Manager

Reports To: Director

Overview:

This hands-on role takes responsibility for the delivery and management of key projects of the company and managing key client relationships. The role ensures the profitable and efficient delivery of rental and production projects, handled by the Project Management teams.

End-to-end Project Management of full service audio productions and projects. Including the coordination, pre-production, systems design and delivery of a broad range of projects and market sectors.

Develop and maintain existing client relationships, and help generate new business opportunities.

Specific Roles and Responsibilities:

- Act as a Project Manager in all areas of delivering an audio project; to include calculating technical specifications, equipment, crew schedules, power specification, transport requirements, etc.
This project handling will cover all elements practically, administratively and commercially.
- Liaise with clients to specify equipment lists from technical plans and source all relevant production details (in particular identifying exceptional requirements) and communicate these to the crew, sub-contractors and team members in a timely manner.
- Match client requirements to available rental stock to maximise profitable delivery and execution on specific projects.
- Attend client, production and site visits as required and under own initiative.
- As required, coordinate equipment prep stage of a project within company's warehouse facilities, to match clients requirements. Liaise with the Operations Dept., in the completion of the show prep process and successful delivery of equipment orders to match client expectations.
- Oversee equipment and crew on-site, as Project Manager and head of department, in the physical delivery of audio projects and act as representative of the company to the client.
- As required, handle rental enquiries for both dry-hire and full-service production clients. Process client requests and issue quotations / proposals for services efficiently.
- Negotiate and secure orders for quoted services to drive maximum value for money for client, combined with profitable and efficient supply by the company.
- Provide and coordinate out of hours support and advice to active projects and clients.
- Monitor project progress and act as point of contact for client in the event of any changes or additional requests throughout the project.

- Keep the Director and company's systems up to date with all aspects of client contact, project progress and prospective commercial contact, both positive and negative
- Prepare all paperwork and keep job files for each project updated and available for input from other team members.
- Managing any project changes and client confirmations, collating and reporting all charges to be invoiced.
- Prepare invoices and close job file upon completion of each project.
- Identify and locate potential projects and sales opportunities for RSH Audio, feeding information back to team members and company Director. Actively coordinate sales intelligence information and input from broader team and discuss at regular staff meetings.
- Provide support to the Directors, in other aspects of the business's activity, as required, requested and directed.
- Meet with, appraise and select freelance crew applicants, wishing to provide services to the company.
- Keep all work related information confidential and act in a professional manner at all times, in all work and industry-social situations.
- Identify any areas of our operation where you believe training and additional skills may be required or benefit yourself or the business.
- Provide feedback to Directors of any areas of improvement, development or growth of the business identified. Take a role within the team in problem solving and contribute to team & business improvement.
- Be aware of and ensure compliance with the company's Health and Safety Policy and all regulations, especially when on site.
- Ensure that the Company's policies, rules, procedures and obligations are observed in carrying out the above duties.

Representing the Company:

- Identify business opportunities with the aim of efficiently maximising the rental revenue and resulting profit margins.
- Assist in marketing projects as requested. Attend trade shows and other industry events as necessary.
- Keep abreast of all business opportunities through consistent communication and visits with recognised influencers and decision makers.
- Actively host both potential and existing clients wherever appropriate.
- Keep abreast of any technical issues and new products that will enhance our rental inventory and services offer.

Skills & Qualities Required:

- Good communications / interpersonal skills.
- An established and well-known and respected professional within the live audio industry.
- Good management skills and ability to lead and coordinate a team.
- 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 audio equipment and practices.
- Working knowledge of video, lighting and rigging systems and terminology an advantage.
- Strong IT knowledge.
- 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.
- Full driving licence, own transport and passport required.
- Ability to travel within UK, Europe & internationally, often at short notice.

Location / Commitments / Benefits:

- Full time, permanent - based at our Warehouse in Dartford, DA1 4AL.
- Hours will vary depending on project demands, but are based on a 40 hour working week.
- On site and weekend work will be required during the delivery of projects.
- Out of hours support and response to clients will be required.
- Salary based on experience, in the range of £45K – £65K.
- On site parking.
- Plenty of amenities in the local area.
- 33 days holiday, (bank holidays included; but leave will depend on project commitments).

The above list of duties and responsibilities is not intended to be exhaustive. Employees are expected to adopt additional tasks when required. These tasks will be in keeping with the general profile of the role.

Applications To:

If you think you're the right fit to help shape and grow our business alongside our team, applications and expressions of interest should be sent to:

Joe Haycocks, Director – joe@rshaudio.co.uk – In the strictest of confidence.