

JOB DESCRIPTION

Project Manager - Design & Build - International Exhibitions PS8 Ltd

PS8 organises specialised events and exhibitions in the food and drink sector.

Our work includes British group stands at leading international trade shows in the UK and overseas (Europe, USA, Asia), bespoke stand design for individual clients and creation of graphics for exhibition stands.

Specialising in the food & drink sector, PS8 works with around 300 clients per year creating individual stands and bespoke solutions for exhibitors' display requirements.

Working with a network of international stand contractor partners we create and implement stands and high impact exhibition displays.

Clients include food & drink producers, government agencies, trade associations and service providers.

PS8 is the event delivery partner of the Food & Drink Exporters Association.

PS8 is a cloud business with employees all working from a home office.

The Role

With a large number of projects and individual clients in its programme, PS8 is looking for a Project Manager to join its highly committed team and provide an end to end service to its clients .

The successful candidate will need to be competent in project management and have a minimum of 3 years' experience of working in the exhibition industry. They will need up-to-date knowledge of exhibition stand systems and graphic production.

Responsibilities include:

- Development, production and delivery of projects from brief through to delivery
- Creating and managing timelines and priorities for each job
- Work with the wider PS8 team to achieve best practice in planning, delivery and client management
- Completing health and safety documentation for each project as required.
- On-site project management and exhibitor liaison during build up and open days of exhibition
- Being able to communicate with clients and build strong relationships
- Managing contact with third party contractors both in the UK and overseas.
- Creating floorplans for national group stands in conjunction with the sales manager
- Creating and maintaining records on the company's database
- Inputting and maintaining admin functions efficiently
- Checking the accuracy of 3D designs, visualisations and working drawings
- Budget accountability
- Ensuring excellent customer service and quality delivery

The role falls into 2 key areas:

1) National Pavilion Stands

A pavilion stand at an existing trade show. Our package offers an enhanced Octanorm shell scheme with national branding as standard. Exhibitors are encouraged to personalise their area through design, graphics and display aids. Currently we have around 12 shows in the annual programme.

2) Bespoke stands

For individual clients. Individual personalised stands or graphics both in the UK and at international exhibitions.

Pavilions

- To manage individual exhibitor requirements at UK and international trade shows. Our programme includes around 10-12 shows per annum in Europe, US and Asia.
- To create layout plans, technical packs, stand information manuals and order forms for our pavilion work.
- To process technical stand service orders from pavilion client companies using the PS8 online system.
- Produce/resize artwork, drawings and project files to meet client requirements.
- To take a brief from the exhibitor looking to upgrade their shell scheme stand and manage the process through to delivery on site ensuring each phase is accurate and of a high standard.
- To order exhibition stand services to ensure the successful the delivery of the project.
- To ensure stand build partners are provided with accurate information to deliver stand build
- To manage budget for each individual client and obtain approval before sign off.
- Attendance on site to supervise installation.

Bespoke stands

- Identify new business opportunities
- Promote the PS8 service in conjunction with Business Development Manager.
- Take client brief and prepare proposals/project timelines/costings etc
- Work with the PS8 stand build partner to agree design and budget.

- Ensure the timely production of stand drawings, artwork and graphics in conjunction with the stand build partner.
- Order stand services as required.
- Manage project sign off and invoicing
- Attendance on site to supervise installation.

Key Skills

Experience in project managing exhibition stands from concept to completion. Minimum 3 years.

A self-motivated individual who can work independently and on their own initiative to manage the technical requirements of group exhibition pavilions ranging from 6 to 100+ exhibitors, both in the EU and internationally.

Good organisation and communication skills. PS8 is a cloud business so home working is an essential requirement. The position involves working in conjunction with the wider PS8 team; accurate, timely liaison with both overseas and UK contactors and exhibitors to ensure the requirements are met.

Strong understanding of exhibition stand build materials and graphic production

Confidence in own ability to present proposals to clients.

Good budgeting skills

Strong space planning ability and drawing skills

IT Skills - good knowledge of Word, Excel and Adobe Creative Suite, (primarily InDesign and Acrobat).

Knowledge of PC based drawing programmes, (Corel or similar)

Understanding of operational aspects of organising trade shows and the ability to read floorplans.

A team player with an affable and approachable manner

Full UK driving licence and own vehicle desirable.

Working Hours

Full time - 9am-5pm Monday to Friday plus attendance at trade shows as required. The position requires occasional travel to UK Clients, weekend work and overseas travel.

Please respond to:

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