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## **Senior Project Manager – Hire & Events – Job Description**

### **About Absolute Audio-Visual Solutions**

We are an established Audio-Visual Hire, Live Events and Staging Company based in North Hertfordshire, and have been trading for over 18 years.

We are a fantastic company to work for and are now looking to expand our team and continue to grow and develop our business. We strive to offer excellent customer service to all of our clients.

### **The Job Overview**

Working as part of the hire & events project management team, you will have responsibility for overseeing all elements of a number of projects ranging from trade hire, local Venue support and larger events. These events can be within the UK, Europe and across the world.

### **About you**

You will have experience in supporting the technical elements of live events, primarily focused on the corporate sector. This is an ideal role for an experienced technician looking to further your career or a project manager looking to develop your skills. Experience in international production would be an advantage, but not essential.

### **Responsibilities and Duties**

As a Project Manager, your duties will include:

- Dealing directly with clients and being a central point of contact
- Assessing client requirements and generating accurate quotations that adhere to commercial targets
- Carrying out site surveys
- Creating floorplans and organising visuals as required
- Specifying all AV equipment and technical crew and resources
- Liaising with the warehouse and technical teams as required
- On Site Management of projects including the set-up, rehearsals, live event and de-rig

### **Qualifications and Skills**

- Have a proven understanding of AV, including: Sound, Lighting, Video, Projection, IT, etc.
- Relevant hands on experience of working onsite at live events.
- Experience of working with clients to fulfil their needs
- Full UK Driving License
- You should be able to display that you regularly use your own initiative.
- A good positive and happy attitude as well as a team player.
- Ability to work long hours when required due to the nature of the events industry.
- Ability to work under pressure and to resolve issues diplomatically and calmly.
- Represent the company in a professional manner at all times

**Job Type: Full-time, Permanent**

**Office location – North Hertfordshire with the option to work from home up to 2 days per week**