

Job Title: Project Manager
Company: London Filmed
Location: Hybrid (London-based)

About London Filmed

London Filmed is a digital-first event tech business, driven by a team passionate about transforming the way events are created and delivered. Our mission is to simplify the event-building process, enabling clients to engage with their audiences in impactful, creative, and sustainable ways. We offer a one-stop solution for events, using cutting-edge technology to streamline planning and deliver high-quality event experiences.

Our clients include industry leaders such as Alan Turing, All Saints, Brompton, Cognizant, Hyperoptic, Financial Times, PA Consulting, and Thinkbox, for whom we design tailored event solutions fit for global audiences.

What We're Looking For

As our business expands, we are seeking an experienced **Project Manager** who thrives in a dynamic, fast-paced environment. You'll play a key role in overseeing a variety of creative and technical projects, from conception to completion, ensuring seamless delivery and exceptional client experiences.

This role requires a strong technical production background, a meticulous approach to project management and excellent communication skills.

Key Responsibilities

Project Management (80%)

- Lead the end-to-end delivery of projects, managing timelines, budgets and resources to ensure successful outcomes.
- Act as the primary point of contact for all stakeholders throughout each project, providing regular updates, managing expectations and ensuring satisfaction.
- Collaborate closely with sales, AV and production teams to ensure project deliverables are met to a high standard.
- Maintain clear and consistent communication with all stakeholders, ensuring alignment on project scope, objectives and timelines.
- Anticipate and mitigate potential risks, quickly addressing any challenges that arise to keep projects on track.

Partnership Development (10%)

- Develop and manage relationships with external partners, including event platforms, agencies and venues, to optimise our service capabilities.
- Screen and onboard new suppliers and freelancers as needed, cultivating long-term relationships that add strategic value.

- Evaluate partner performance and quality, ensuring that all external resources meet London Filmed's standards.

Account Management (10%)

- Build strong, lasting relationships with both new and existing clients, actively promoting the London Filmed brand and value proposition.
- Identify opportunities to expand accounts and add value, supporting business retention and growth.
- Clearly communicate London Filmed's offerings to decision-makers, helping clients understand how our solutions meet their needs.
- Collaborate with sales and senior management to identify ways to further commercialise our AV and event tech offerings.

Our 'Must Haves'

Experience: 5+ years of project management experience in production or events, with a solid track record in end-to-end project delivery.

Organisation: Meticulous and process-driven, capable of managing multiple projects while maintaining attention to detail.

Problem-Solving: A proactive, solutions-focused mindset with the ability to think contingently and handle unexpected challenges.

Communication: Strong communicator who keeps clients and internal teams informed and aligned at all times.

Autonomy: Self-motivated and able to work independently, managing project demands and client needs effectively.

Technical Savvy: Familiarity with AV and technical production is essential.

Commercial Awareness: A natural relationship builder, able to identify growth opportunities and support account expansion.

Benefits

- **Salary:** £30,000-£40,000 per annum
- **Annual Bonus:** Performance-based bonus scheme, subject to company profitability and director's discretion.
- **Hybrid Role:** Flexibility to work from home and our London office (minimum 3 days per week in-office) - regularly onsite with clients & events
- **Development:** Ongoing training and regular monthly 1-2-1 support sessions.
- **Perks:** Home office spending allowance, Friday lunch or Deliveroo from home.
- **Pension:** Competitive pension plan.
- **Holidays:** 20 days' annual holiday entitlement plus bank holidays, birthdays, and extended festive shutdown
- **Career Growth:** Salary reviews post-probation and every six months, based on performance and at the director's discretion - clear progression opportunities
- **Socials:** Regular team socials to foster team spirit
- **Monthly wellness allowance**
- **Stash:** London Filmed t-shirts, quarter-zips, and water bottles

How to Apply

If you're an experienced project manager ready to make an impact in a fast-paced event tech environment, we'd love to hear from you. Please submit your CV and a cover letter detailing your experience and why you'd be the perfect fit for the Project Manager role at London Filmed.

Join us in revolutionising the event experience for global audiences.