



Job title: Project Manager
Reporting to: Head of Projects
Location: Leichhardt, NSW (other locations as required)

Position Description

Reporting to the Head of Projects the Project Manager is responsible for the management and execution of tasks in relation to the successful delivery of assigned Company Projects. This includes management of the project budget, timeline, schedules, technical and production elements and overall quality control to ensure that project(s) are delivered to the highest creative, technical and administrative standards.

The Project Manager has direct communication with our clients, suppliers and other stakeholders and works across multiple short and long term projects at the same time based on capacity and project complexity .

This role requires flexible working hours and will involve onsite production work. The role will be performed at a variety of locations, as well as time at the Mandylights Sydney office.

Key responsibilities and duties

- Lead assigned Company Projects to ensure that administrative, creative and production elements are delivered to the highest standard at all times.
- Act as the main point of contact for assigned Company Project(s) to help ensure all internal and external stakeholders and client(s) are kept informed and quality of service is maintained;
- Actively work to identify and comply with internal and client-lead milestones for all elements of delivery;
- Develop, oversee and manage project budget(s) - work with the creative, technical and administrative teams to accurately develop costs and quotes for the project(s), and assist the finance team to accurately forecast outgoings throughout;
- Assist with the development of project-specific WHS requirements and sign off on project SWMS as required;
- In conjunction with Production Managers, identify freight, labour and equipment resourcing requirements and delegate booking tasks with the Production Coordinator and other relevant team members while maintaining budget management.
- Oversee / ensure project specific production teams create technical plans and technical CAD files relevant to each project;
- Maintain oversight of staff and casual crew compliance with regard to WHS and applicable legislative;
- Ensure that staff and contractors comply with relevant client requirements;
- Oversee and support on-site crew, client and equipment as a representative of the Company;
- Work consistently with creative designers to ensure that the creative delivery is of a high standard;



- Actively debrief with clients and internal creative, technical and administrative teams to foster a culture of continuous improvement;
- Ensure post activation financial acquittals are complete.



Experience and skills required

- Tertiary education in the area of Project Management, Event Management or experience in a similar role within the entertainment industry
- Experience managing large scale creative projects measured as on time and under budget
- Attention to detail and strong time management skills
- Demonstrated experience in maintaining project based documentation including contracts, budgets, grants, databases and timelines
- Excellent planning skills with the ability to work under pressure and meet tight deadlines
- Strong communication skills, both written and verbal, able to liaise with stakeholders at all levels
- Able to demonstrate a curiosity and understanding of the lighting & entertainment industry
- Proficient with Mac operating systems and confidence in using online software for crew scheduling, reporting and project management
- A clean criminal record and ability to travel both interstate and internationally
- Organisation skills, including the ability to balance competing priorities and meet tight deadlines using initiative.
- Ability to lead a team and foster a collaborative environment
- An understanding about basic work health and safety procedures relative to the entertainment industry
- Self-motivated with a positive, can-do attitude
- Proactive nature with the ability to work autonomously
- Unrestricted driving licence (only car required)