



Project Manager

The Company We Keep

The Company We Keep is more than just a name, we believe it defines who we are and how far we can go. We are all about people. About building an ecosystem: a group of diverse talented individuals who collaborate to create extraordinary work, sharing a common vision and goals.

Teamwork is everything to us. It takes a very special group of people to do what we do. At The Company We Keep we are looking for an experienced Project Manager to join our team, creating extraordinary experiences for our clients. You will be insanely inquisitive, approachable and inclusive. You will enjoy working in a fast-paced agency environment with a hugely talented team, in addition to incredible partners and customers.

The Role We Offer

We are looking for an experienced, passionate Project Manager, who is driven to learn and succeed. To enjoy the steep learning curve in the event industry by working on great projects, with great clients, in a fun, welcoming team.

- Playing an integral role in the event production team that delivers an exciting range of seamless event experiences.
- We differentiate ourselves by creating sensational event experiences and digital broadcast content for our clients in the live and virtual world. That means you'll have the opportunity to work on a huge range of projects that span brand storytelling, online user experiences and event activations, through to digital broadcasts.
- You will have a good understanding of event production, including logistics, project management, supplier management and client management.
- Work within the producing team for both The CWK and our customers in ways that excite, educate, surprise and delight.
- Sydney-based with remote flexibility.

The Skills We Need

- Help on client briefs to achieve the best solution for the project and client needs
- Establish positive relationships with clients, by being solutions-focused
- Build relationships with suppliers, managing and overseeing supplier services.

The People We Seek

- Participate in brainstorming sessions with new, thought through, creative ideas
- Document next steps and timelines.
- Provide well thought out research and project information as part of any brief.
- Budget management and financial management, including invoicing, expenditure, budget recces.
- Contribute to new business pitches.
- Manage and negotiate with supplier partners to deliver positive outcomes.
- Learn how to work with the creative services team to brief in design, editing and creative ideation briefs.
- Venue research and make recommendations.
- Organise virtual speaker recordings and video editing to produce content for virtual and face to face events.
- Create agendas, attending client and internal meetings, taking minutes.
- Set up and manage internal and client facing documents (Google Sheets, Slides, Docs).
- Manage action items post meetings, with roles and responsibilities.
- Engage supplier partners and negotiate quotes and lead times.
- When managing medium-scale projects, generate ideas and conceptual design.
- Brief the design department on the required creative outputs.
- Support bump in, build, onsite, show and bump out.
- Design, conceptualise, plan and deliver all elements of a project.
- Budget management and financial management for projects, including invoice management, tracking expenditure etc.
- Produce content.
- Delegate tasks to Project Coordinator and relevant team members.
- Accountable for accurate and professional client-facing documentation.
- Accountable for post-event wrap up, reporting and analytics

The Traits You'll Have

- **Inquisitive**; ask thought through questions, eager to learn, research suppliers and industry trendy, curious about new ways of doing things
- **Inclusive**; build and maintain strong relationships with the team, supplier partners and clients.
- **Approachable**, a positive face of the business to suppliers and partners, in a trustworthy and helpful way.

- Client-focused ,adapting to change and being accountable for your projects in a positive way.
- Have high standards for your quality of work and of the work of those around you.
- Great interpersonal skills as a team player.

The People We Seek

- Communicate in a friendly, pleasant and tactful way, to influence the people around you in a positive way
- High attention to detail and accuracy in the quality of work.
- Comfortable working in a fast paced environment.
- Flexible and adaptable, comfortable in high-pressure every changing situations
- Helpful, supportive and collaborative.
- Willing to navigate a range of projects and multiple changes, with a smile.
- Be proactive and not afraid to ask questions.
- A fun loving team worker, with no ego and a **never settle** attitude.

The Experience You'll Bring

- Ideally 2+ years' experience in an Event, Production or Project Co-ordinator role or similar.
- Degree level education or equivalent experience in a related discipline is preferred.
- High proficiency with G-suite.
- Agency experience is highly desirable