



Job Description – Project Manager

About Chilled Agency

We are a full-service creative agency with an experienced, hardworking, fun and loyal team – there's never a dull day in the Chilled office. Everyone working for Chilled is truly engrossed and passionate about each project we deliver. There's nothing we don't all get involved with, from ideation, H&S, client meetings to working on the ground on live events.

- We deliver creative, visually impactful and slick event concepts, and most importantly all of the projects we deliver have soul.
- We are a small team of 8 in the stages of expanding to 11 in the first quarter of 2024 and we are eager to find a Project Manager to support our Operational team in planning events end-to-end.
- Our work speaks for itself, we have been Chilled for 15 years and our sales have always been very organic through great relationships, great results and client recommendations. The next step is bringing more talented people on board to deliver more projects as our client base is expanding.
- The services we sell are completely bespoke, no packages, no repeats and brand-new concepts. We respond to client briefs with creativity, open minds and bold ideas.
- Our client base consists of real estate, corporates, BIDS, retail developers and brands and our Sales team opening us up to new and exciting markets. We're interested in your own personal experience and look forward to what you can bring to the fold.

The Role

The focus of this role is on delivering amazing events. This is a fully operational role and we're looking for somebody taking the enquiries from the sales team through to reconciling each event. You will work closely with our Accounts Director and will be an integral part of the operations team. The role requires creativity, great communication skills and attention to detail, ensuring each event is planned meticulously. We work flexibly and all tasks other than being on site or at client meetings can be done remotely. Our HQ is in Leeds and you would be required to come to our Leeds HQ two days each month for our collaborative working days.

Key Responsibilities

- Finance commerciality and qualifying new briefs. Taking detailed enquiries, creating and signing off budgets and ensuring the % margins are achieved on each project.
- Collaborative working on new business proposals.
- Working on project management and CRM systems such as Procim and Hubspot.
- Creating thorough project plans for projects up to the value of £1 million and managing and sourcing all suppliers and equipment needed for each event.
- Managing clients and a full event team on site.
- Install, live event management and de-rig and mitigating potential health and safety risks whilst on site.
- General event admin.



- Reconciling, invoicing and keeping on top of supplier payments.

Our Ethos

We are fearless. We look to break records and boundaries with our work, Chilled is an exciting place to be for both our colleagues and our customers.

We are ethical. We are mindful and everything we do has a positive impact on our planet and those we share this world with, from diversity and inclusion, kindness and creating opportunities.

We are authentic. We're straight shooters, we tell it like it is and our team and clients love our straightforward and honest approach.

We deliver excellence. You'll be part of an award-winning team who know their shit.

We are influential. Our work stands out from a crowd and we're a small agency on the cusp of growth. It's right time to join if you're ready to put the effort in, grow and make moves in your career.

We are reliable. You can count on us, every time.

Experience

- **Strong organisational skills** are a must because you'll be working on multiple projects at the same time.
- You need to have **previous experience in a creative events agency** as you will be working on new and different concepts not a single out of the box solution.
- You need to be **self-motivated** as the role is remote – we're always at the end of the phone but it's important you feel empowered to work alone set the pace of your work own day.
- **Clear, concise and honest** communication as most of your role will comprise of communicating with clients, suppliers and our internal operations team.

Why Chilled Agency?

- We're committed to your personal and professional development.
- You can see it in our values but we're mindful, and we genuinely care.
- We have great retention, most of our team have been with us for over 10 years and this speaks for itself.
- Our clients love us, and we deliver some cool and innovative projects, great for your own experience and portfolio.