

Job Specification – Event Project Lead

Location: Based at our HQ near Dorchester, with regular travel across the UK

Salary: £30,000+ per year (dependent on experience)

Contract: Full-time – 42 hours per week, with hours worked flexibly in line with seasonal demand

Introduction

Are you an experienced project manager with a strong technical background in live events? Do you enjoy leading teams, running projects from concept to delivery, and being hands-on with the latest event technology?

We're looking for a motivated Event Project Lead to join our growing team. This is a varied role where no two days are the same – one week you might be managing a touring theatre production, the next delivering a corporate event, festival, or installation project. You'll have the opportunity to lead teams, work directly with clients, and take responsibility for projects from planning through to on-site delivery.

Alongside project leadership, you'll remain technically involved – setting up and operating sound, lighting, staging, video, and power systems – as well as overseeing warehouse operations, servicing, and equipment maintenance.

This role is perfect for someone who thrives under pressure, enjoys problem-solving, and takes pride in delivering high-quality events.

Key Responsibilities

Project & Team Management

- Lead projects from planning through to delivery, ensuring deadlines, budgets, and client expectations are met.
- Manage and coordinate project schedules, logistics, and resources.
- Supervise and support freelance and in-house staff, ensuring high standards of delivery across all technical areas.
- Act as the main point of contact for clients and venues on site, representing the company professionally at all times.

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Technical & Operational

- Set up and operate sound, lighting, staging, video, and power systems at live events.
- Engineer live productions (e.g. FOH sound, lighting operation).
- Oversee and participate in the preparation, delivery, and de-rigging of equipment at HQ and on site.
- Drive company vehicles to and from event locations (including vans and Luton box trucks).

Maintenance & Warehouse

- Manage the day-to-day running of the warehouse, ensuring efficient organisation and workflow.
- Oversee maintenance, testing, and repair of technical equipment, including fault finding, cable building, and routine servicing.
- Implement and monitor equipment maintenance schedules to ensure reliability.
- Inspect and maintain rigging equipment in line with LOLER and PUWER regulations.
- Contribute to the cleanliness, safety, and functionality of the warehouse.

Essential Requirements

- Proven experience in project management and team leadership within live events or technical production.
- Strong technical skill set in either sound or lighting (both is highly advantageous).
- Demonstrable experience working in live event environments and touring setups.
- Ability to manage and motivate teams under pressure, ensuring smooth and efficient project delivery.
- Confident in basic technical repairs, servicing, and equipment maintenance.
- A full UK driving licence (essential – B+E or C1 an advantage).
- Right to work in the UK.

Desired Skills & Qualifications

Experience (any one of the following):

- Degree in Technical Production + 3 years' industry experience.
- Level 3 qualification in a related field + 3 years' industry experience.
- 5 years' on-site experience in live events.

Technical Knowledge:

- Familiarity with Chamsys and ETC Eos lighting systems.
- Experience using Allen & Heath SQ Series or similar digital audio consoles.

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- Proficiency in QLab programming and show control.
- PAT testing certification (desirable).
- IPAF/PASMA/Manual Handling/Working at Height certifications (desirable).

Company Benefits

We value our team and believe in creating a positive and supportive working environment. As part of the role, you'll enjoy:

- **Free on-site parking** – no stress about finding a space.
- **Paid compassionate leave** – supporting you when you need it most.
- **Time off in lieu** – flexibility for the extra hours put in during our busiest seasons.
- **Training and development** – opportunities to expand your skills with industry-recognised courses and hands-on equipment training.
- **Access to company equipment** – use of certain kit for personal projects (by arrangement).
- **Company pension scheme** – helping you plan for the future.
- **Team socials** – a chance to unwind and celebrate our successes together.

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