



Job Description: Project Manager

1/6/22

About Diagon:

We provide specialist bespoke scenic build and installation services for retail, exhibition and event sectors. Our 40,000 sq ft workshop in SE London houses carpentry, engineering and paint departments alongside experienced project management and CAD resources. We have successfully diversified into new sectors applying our capabilities during disruption to the industry caused by Covid-19 and are now well placed to expand as our core sectors show recovery.

Reports to: Managing Director

Salary band: £35 - £45k

The Role:

- The Project Manager (PM) will be responsible for delivery of scenic construction projects, client facing and working as sole project lead from initial brief to installation on site.
- Regular liaison with the Senior Management Team; responding to incoming enquiries, reporting on project status, finances and risks.
- Lead by example, providing support and guidance to other project managers.
- Deliver consistently professional customer service in order to win and retain clients and manage stakeholders.
- Undertake detailed and accurate site surveys in a variety of indoor and outdoor venues.
- Produce detailed job costings and quotations.
- Produce timelines and schedules ensuring all projects are delivered on time and within budget.
- Work with the Studio team to brief, check and issue drawings for client approval and workshop fabrication.
- Detailed consultation with workshop heads of department to check and approve construction methods, schedule and resource workshop build processes.
- Manage multiple project requirements, workshop scheduling and priorities.
- Build and maintain excellent supplier relationships with focus on quality, reliability and price. Keep up to date with new products, materials and processes.
- Liaise with finance team to supply clear timely information on client billing and supplier costs. Ensure finance processes are followed to maintain efficient processing of payments.
- Engage in relevant training to continually develop skills and knowledge including industry seminars, events and formal qualifications where required.
- Contribute to company objectives in developing more sustainable practices and guide clients and suppliers in order to position Diagon as industry leaders.

Required Skills and Experience:

- Min 4 years relevant experience of scenic construction project management and methods within related sectors.
- Understanding of fabrication with timber, metals, plastics and variety of finishes.
- Excellent financial management skills and experience with £250k+ budgets.
- Good understanding of project finances; material / supplier costs, labour and profit. Be able to forecast, review and foresee project financial risks.
- Basic knowledge of 3D AutoCAD is an advantage but not essential.

- Proficiency with MS office suite particularly Word and Excel, confidence with video conferencing.
- Excellent written and verbal communication skills to interpret and respond to briefs.
- Ability to work to deadlines, manage own time independently and prioritise work on multiple projects.
- An understanding of a wide range of relevant safety processes throughout project design and installation. Experience of outdoor and indoor venues and ability to advise clients, other team members, venues and stakeholders on suitable materials and processes to ensure compliance. Confident liaison with external H&S support where required e.g. provision of structural calculations.
- Knowledge of sustainable material sourcing, designing for re-use and advising clients on how to achieve sustainability aims.

The role will be based at Diagon's office / workshop in Erith, SE London. Some travel and work on site within the UK and internationally will be required.

Our standard office hours are Mon – Fri 0800 – 1700. Some on site work will require out of hours and weekend working.

For applications please send CV to info@diagonltd.com with subject line 'Project Manager'