

**Job Description for: Project Manager - Rigging**

**General**

Will be part of the Project Management Team responsible for ensuring that our clients are provided with the highest level of customer service. To ensure departmental functions are performed in full compliance with the requirements of relevant operating procedures, work instructions and legislation. To assemble and supervise project teams.

**Specifically**

1. Handle incoming enquiries in a professional manner, establishing all pertinent information to understand the client's requirements and thus be able to offer advice and push the inquiry to the quotation stage.
2. Attend site, production and/or project meetings, representing Outback's interests.
3. In collaboration with the Projects and Technical Team, design a practical rigging solution in response to a client's requirements and formulate a commercial proposal in line with the Outback pricing guidelines.
4. Support forecasting and group scheduling by the team to optimise the company's finite resources.
5. Monitor and follow up inquiries, quotations and projects to increase conversion rate.
6. With the Asset team, ensure hire requirements are entered onto the asset booking system.
7. Provide project management including but not limited to:
  - Maintaining a "Job Bag" for the project
  - Creation and interpretation of CAD drawings
  - Generate H&S documentation including Risk Assessments and Method Statements
  - Maintain detailed project documentation in an organised reference file.

8. Project implementation phase: provide the following to ensure a successful outcome:
  - Identify labour requirements, assemble and schedule the most appropriate team.
  - Resource scheduling of hire inventory and warehouse prep requirements
  - Sourcing 3rd party equipment and sub-hires
  - Secure plant hire
  - Purchase of sales items and consumables
  - All logistics required including deliveries and collections for Outback, 3rd party equipment and plant hire.
9. Take part in project reviews to improve processes and the company's performance, and ensure the client is completely satisfied with our services.
10. Identify new and potential clients and exploit all rental and sales opportunities as they arise, including after sales service opportunities such as Test and Inspection.
11. As part of skillset development and mentoring, gain an understanding of the H&S and legislative obligations applicable to the industry and develop a working knowledge of rigging products and their application.
12. Develop and understanding of the broader entertainment industry and the rigging environment, the competitive landscape, its key players and industry trends.
13. Assist in marketing and promotion of successful projects as permitted to raise the profile of Outback in traditional and new markets.

The ideal candidate will be enthusiastic, self-motivated, a good communicator be a team player, have prior knowledge and experience of working within the industry, ideally with rigging knowledge, but additional training will be offered.

To apply contact [enquiries@outbackrigging.com](mailto:enquiries@outbackrigging.com)

