

# BOMPAS & PARR

**Role:** Project Manager/Producer

**Contract type:** Freelance contract for approximately 40 days

**Location:** Bermondsey studio

**Project:** British Museum of Food – Scoop of the Century

**Dates:** Beginning of April until early/mid-June

**Fee:** Fixed fee dependent on experience

## Overview

On the 300th anniversary of the first ever publication of an ice cream recipe in an English cookery book ('Mrs. Mary Eales's Receipts' published in 1718), BMoF presents Bompas & Parr's Scoop of the Century. An immersive, engaging and multi-sensory experience that combines the creative studio's customary mix of bold ambition, distinct aesthetic and interpretive vigour – this is the world's first ever exhibition exploring the history, science, art and mythologies of ice-cream – and its formative place in our nation's psyche.

## Project management responsibilities

- End-to-end project management, project planning and reporting
- Produce and actively manage the project timeline
- Budget management of production/build including reporting and reconciliation
- Stakeholder management: Bompas & Parr, the British Museum of Food, the venue and other partners
- Co-ordinate stakeholder meetings; create meeting agendas, take notes and write succinct contact reports
- Liaise with all Bompas & Parr departments including 3D Design, Graphic Design, Creative and Studio Management to ensure a smooth flow of information
- Produce, oversee and keep up-to-date project presentations (written and visual) using Keynote
- Produce, monitor and maintain a meticulous production budget. This includes obtaining estimates, raising purchase orders, processing invoices, maintaining digital and physical budget files and liaising with the Finance Department and budget holder
- Plan and co-ordinate tender documents and preparation of scopes-of-work and contracts, timelines, briefing documents, production schedules, delivery plans, project progress status reports, H&S checklists and COSHH requirements

## Production responsibilities

- Pre-qualify contractors using Bompas & Parr questionnaires
- Write briefs for structural build, audio visual, staffing and props (with assistance from the Design Team)
- Manage and contract third-party contractors and suppliers and ensure we receive the best price and service available
- Manage Construction Design Management (CDM) Regulations with assistance from the Design Team
- Manage the production of graphic design, signage and interpretation

- Manage all technical production requirements
- Manage the integration of POS (museum, shop, café) and ticket scanning
- Create briefing documentation for contractors and crew including event H&S procedures and checklists
- Create operations and management manual to the Operations Team
- Manage the install
- Handover the exhibition to the Operations Team
- Manage the de-rig

## **General**

- Be the central point-of-contact and driver for the project from concept development through to final delivery on-site
- A can-do attitude essential, combined with passion, energy and enthusiasm for creating extraordinary experiences
- Be available to work in the B&P studio in Bermondsey
- Suitable for experienced agency side project managers/producers with relevant event and exhibition production experience

## **How to apply**

If you are interested in applying for this position, please email [work@bompasandparr.com](mailto:work@bompasandparr.com) and [info@bompasandparr.com](mailto:info@bompasandparr.com) with 'BMoF Project Manager/Producer' in the subject heading.

Please include the following in your application:

- A copy of your current CV
- A short introduction about yourself and why you think you are suitable for the contract role
- A PDF portfolio showing examples of events/installations/exhibitions you have managed

Interviews for shortlisted applications will be held w/c 2nd April.