

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 and 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.