

Project Manager – Live Division

Based: UK

Reports to: Head of Live

Group Overview: YMU Group is a leading management and professional services company based out of the UK and US. Our mission is to bring added success to everyone who deals with us – both talent and industry clients. We aim to create the circumstances where talented people can build their reputation, influence and success.

We work courageously and persistently with elite talent and clients who represent the best in the industry. We provide a portfolio of services to a wide range of professionals consisting of leaders in entertainment, film, music, radio, television, sport, and the arts, including athletes, authors, digital influencers, musicians, producers, digital artists and TV personalities.

We strive to be the best company to work for, and are constantly looking for ways to improve on every level, from providing excellent services to our clients, to staff satisfaction, to diversity and inclusion, mental health and wellbeing.

Our core values: ***We are client first:*** The Group's entire purpose and DNA is centred around serving our clients first and foremost

We are collaborative: We are the many not the few. Clients can access breadth and scale of our service

We are curious: Our clients expect us to be progressive, innovative and informed.

We are egoless: Team is at the core of everything that we do, and the strength of the team is in the collective, not the individual

We are courageous: We are clear about who we are even when that can be deemed as controversial

Team overview: *Where dynamic creativity meets personable professionalism.* The Live team offers YMU's talent the opportunity to explore the event space. With a broad range of expertise and extensive experience of producing market-leading events, the team is fully equipped to handle every step of the process. Constantly seeking to innovatively support our talent to promote their ideas, brands, and passions, the team offers a full range of services across both the live and virtual event space. We are capable of leading the concept creation, commercial alignment, project management, creative development, content production, creative direction and management of all production and financial elements. The team always strives and endeavours to achieve the objectives set out by our talent and brands.



Job Purpose:

As the world begins to open up again, YMU's Live team is anticipating unprecedented levels of Live events for our clients. As such, we are looking to add resourceful, diligent and hands-on project manager to ensure that all YMU's clients' live events are delivered in full and on-time, that provide truly memorable experiences for our clients and their audiences.

This role will be responsible for helping to take ideas and turn them into reality for a wide range of clients, and once they are developed into a tangible plan, take the reins and ensure that they are delivered.

There will be multiple events ongoing at any one time, at different stages of development, and therefore, this role requires a structured person who is able to spin multiple plates simultaneously, who thrives in a fast-moving environment.

This is a really unique opportunity to work with some of the UK's most elite talent to create unique live experiences for their audiences.

Key Responsibilities:

- Work as a Project Manager and Content Producer on key live, virtual and content projects across a wide range of YMU's clients
- Supporting the Head of Live and the Production Director on all projects from concept to delivery such as tours, bespoke client events, festivals and book events
- Support the Head of Live creatively on all client strategies
- Support the Head of Live on new YMU-owned live concepts
- Research and develop live events
- Work alongside various promoters on marketing, PR and digital launch of all events, tour and festivals
- Develop relationships with promoters and venues to ensure that we have the most up-to-date intel on availability and rates to put us in the best place to negotiate most effectively
- Produce and manage event, tours and festival timelines, and ensure that they are delivered on-time and within budget
- Seek out new creative exciting opportunities within the live space for YMU clients
- Keep abreast of other events run by elite talent not managed by YMU and inform the rest of the Live team and key trends or successful recent events
- Work with wider YMU team to create a database for live and virtual events that can be used to enhance our client strategies and decision making around future events

Person requirements:

- Strong experience within the live and virtual events space and delivering creative content
- Project management skills and ability to multitask is essential
- Excellent organisation and administration skills
- Excellent creativity and the ability to think outside the box
- Strong interpersonal skills, able to work with people at all levels in the organisation
- Good knowledge of Marketing, PR and Digital is favourable
- Proactive and forward thinking, with ability to use initiative and work autonomously when required

- Able to manage under pressure and conflicting demands as well as tasks from several projects
- Skilled user of Microsoft Office; Outlook, Word, Excel, and PowerPoint
- Commercial awareness and strategic thinking is advantageous

What we Offer...

We offer a wide variety of benefits including:

- Colleagues Incentive Scheme
- Private medical after 12 months' service
- Enhanced parental leave
- Employee pension scheme
- Unlimited holiday
- Access to flexible working conditions

Equal opportunities:

YM&U Group is an equal opportunity employer. All qualified applicants will receive consideration without regard to protected diversity characteristics such as race/ethnicity, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. All successful job applications are subject to referencing and background checks.