

Job Title: **Technical Project Manager**
Reports to: **Head of Projects**
Date Updated: **August 2026**

Job Description

As a Technical Project Manager, you'll be the technical heartbeat of our projects, leading teams that consistently deliver technical excellence.

The Role:

You are pivotal in the lifecycle of our events. You'll be managing schedules, taking the client's initial spark of an idea, you'll engineer the creative solutions with our wider team and then lead the crew on site to bring it to life. You'll be at the heart of a diverse range of prestigious events, seamlessly integrating lighting, audio and video systems, ensuring our values of creativity, passion and excellence are upheld every step of the way.

Key Responsibilities of the Role

Technical Expertise

- Create technical drawings to support project designs using AutoCAD.
- Maintain a strong awareness of developing trends and technologies across lighting, audio, video & staging technologies.
- Seek to continually learn & grow your technical, project management & interpersonal skills.
- Produce equipment specifications and technical documentation.
- Champion safety, quality and technical excellence throughout every stage of delivery.

Project Management

- Build trusted relationships with clients and understand what success looks like for every project.
- Manage logistics across multiple projects to ensure efficient client and cost-effective use of internal & external resources.
- Liaise with venues to build positive relationships and ensure projects are delivered within required parameters.
- Adapt confidently to changing client requirements while keeping projects on track.

Onsite Delivery

- Attend site visits & client meetings as required to develop projects collaboratively
- Liaise with clients on site to ensure their expectations are met at all times.
- Ensure you are presentable and represent LFPS in a positive manner at all times when face to face with clients.

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- Supervise projects on site, managing all aspects of delivery from load in to load out.
- Supervise internal and external suppliers & staff on site to ensure the efficient delivery of projects.
- Proactive lead during onsite delivery, coordinating multiple technical departments & freelancers.

Client & Stakeholder Engagement

- Liaise with clients to understand project requirements, briefs & deadlines.
- Ensure projects are delivered to a high standard, leveraging company resources to ensure we continually exceed client expectations.
- Liaise with internal & external suppliers to ensure appropriate resourcing for each project.
- Build & nurture long term relationships with clients.

Commercial & Financial Acumen

- Manage project budgets, schedules and logistics.
- Produce accurate and well thought out quotations and proposals that answer client pain-points effectively.
- Ensuring the project is commercially viable throughout the project lifecycle.
- Proactively seek opportunities for business development, upselling and cost saving.
- Produce quotations, proposals and technical documentation.

Leadership & Communication

- A confident and clear communicator, adaptable for a range of diverse stakeholders including clients, freelancers, internal teams and suppliers.
- You have the ability to communicate effectively both in person and remotely, using the tools and systems to get a clear message across in the right way.
- You are curious and ask the right questions in order to solve problems creatively.
- You'll respond to client briefs with considered questions, suggestions and professional wisdom
- You can adapt swiftly to changing requirements while keeping teams and stakeholders aligned.

Key Skills, Behaviours & Requirements

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- Minimum of 2 years technical and project management experience in event production (or similar field)
- Strong technical knowledge in at least one discipline, with a good working understanding of all lighting, audio and video design.
- Strong design and implementation knowledge.
- AutoCAD (or other similar design tool) experience is advantageous.
- Strong communication and stakeholder management skills.
- Passionate problem solver who uses logic and creativity to get the job done.
- Calm under pressure with a positive, solutions focused approach to problem solving.
- Willingness to undertake any other tasks as reasonably requested
- Flexibility on location and working hours due to the demands of the role and industry we work in.
- A full UK driving license is highly preferable.

Key Role Details:

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Location: Hybrid, 3 days at our Borehamwood office with 2 days remote.

Schedule: 08:00 - 17:00 Monday to Friday with project delivery outside of core hours expected due to the nature of the industry we operate in.

Salary: £50-60k p/a

Holiday: 30 Days including Bank Holidays