



THE SCIENCE AND ART OF CONSERVATION

PROJECT MANAGER

Role: Project Manager

Location: Plowden & Smith, Mitcham CR4 4NY

Contract type: Permanent, full-time

Salary: Up to £40,000, dependent on experience

Application deadline: Sunday 7th April 2024

Job Brief:

Plowden & Smith is looking for a **permanent, full-time Project Manager** to join the Projects team, to successfully run and deliver various domestic and international projects.

Our projects department has grown significantly in recent years, with a large proportion of projects taking place in the Middle East, as well as in the UK and Europe. Clients are government bodies, logistics companies, private clients and institutions. Project scope typically covers the condition reporting, conservation and registration of objects and collections in preparation for shipping, exhibitions or museum openings.

We are looking for a mid-career individual with experience managing projects, operations or logistics in a small to medium-sized business. The ideal candidate will be confident employing project management processes, comfortable juggling a busy workload, and will have the people skills and diplomacy to manage various stakeholders and subcontractors.

Managing projects at Plowden & Smith is like no other project management role. The successful candidate will need to be flexible, motivated, and willing to take on a variety of tasks to deliver project success. They will join a high-performing, warm and friendly team with the drive to find solutions, overcome challenges and deliver exceptional services across a range of projects in the art world.

Although a background in the art or cultural sector is not essential, experience managing projects of a similar nature and/or scale would be beneficial.

The role will be based in our south London office with some hybrid working a possibility.

Responsibilities include:

- Planning and execution of multiple projects including coordination of internal and external resources, travel and logistics, and management of budget and risk.
- Managing client communication and team liaison across various streams.
- Leading on administrative, operational and team tasks for projects.
- Supervising production of project paperwork including subcontractor agreements, briefing packs, timesheets and invoices.
- Preparing estimates and maintaining project cost tracker to enable swift and accurate invoicing.
- Supporting on the completion of tenders for conservation and registration projects in the UK and overseas.

Skills & Requirements:

PLOWDEN & SMITH LTD.

Unit 5 Liongate Enterprise Park, 80 Morden Road, Mitcham, CR4 4NY
+44 (0)20 8874 4005 info@plowden-smith.com
Registered in England G.B. 880163 VAT Reg. No. 216 6155 76
Directors: Kevin Smith, Camilla Hughes-Hunt

THE SCIENCE AND ART OF CONSERVATION

- Very good educational background, with a strong working knowledge of Microsoft Office and project management principles.
- Proven track record of managing successful projects.
- Excellent client-facing and internal communication skills.
- Excellent written and verbal communication skills.
- Excellent organisational skills including attention to detail, prioritisation and multi-tasking.
- Personable and team-oriented individual with ability to run project(s) independently with confidence.
- Flexible, driven individual who thrives under pressure and is willing to work additional hours if the project requires it.
- Availability to work away from London office for periods of time if the project requires it.

Why work for Plowden & Smith?

Work with some of the world's most rare, beautiful and exciting artworks and artefacts, as well as national and international collections and projects.

- Work in a stimulating, creative environment
- Access to company ICOM cards for free entry to a range of international museums & galleries
- Personal Continued Professional Development
- Child Care Voucher Scheme
- Cycle to Work Scheme
- Hybrid working

The jobholder will report to the Senior Project Manager / Managing Director.

Start date: As soon as possible.

No agencies please. Must have right to live and work in UK.

If you're interested in this position, we'd love to hear from you. Please send a CV and covering letter explaining why you're right for the role to: lauren.healy@plowden-smith.com

PLOWDEN & SMITH LTD.

Unit 5 Liongate Enterprise Park, 80 Morden Road, Mitcham, CR4 4NY
+44 (0)20 8874 4005 info@plowden-smith.com
Registered in England G.B. 880163 VAT Reg. No. 216 6155 76
Directors: Kevin Smith, Camilla Hughes-Hunt