



JUNIOR PROJECT CO-ORDINATOR

CAREERS

DETAILS

Location: BPM SFX Oak Mill HQ

Contract: Full time, permanent

Salary: Dependent on experience

Positions: 1

THE ROLE

As a Junior Project Co-ordinator at BPM SFX, you will play a key role in supporting the planning, organisation, and delivery of projects across a range of live events and productions. You will help ensure projects are communicated effectively, schedules are maintained, and events run smoothly from start to finish. This is an exciting opportunity for someone looking to develop their career in a fast-paced environment, where attention to detail, strong organisational skills, and a proactive attitude is essential to your success.

KEY RESPONSABILITIES

- Co-ordinate and clearly communicate project requirements to staff
- Maintain and update project schedules
- Ensure all team members are informed of changes and deadlines
- Manage last-minute project amendments
- Remain on standby to assist in emergency situations when required
- Liaise with colleagues to support the successful delivery of events and projects
- Book travel, accommodation and other logistical requirements for project teams
- Assist with general administrative duties and project documentation
- Monitor project progress and ensure information is communicated accurately
- Handle a diverse range of responsibilities with professionalism and attention to detail

ESSENTIAL SKILLS

- Excellent organisational and time management skills
- Strong communication and problem-solving abilities
- Ability to work well under pressure and adapt to changing priorities
- Flexible approach to working hours
- Full UK Driving Licence

DESIRABLE EXPERIENCE

- Experience within the live events industry
- Competent in Microsoft Office applications
- Previously worked independently and as part of larger teams
- Professional expertise with a high level of attention to detail
- Willingness to learn and take on new challenges

WHAT WE OFFER

- A key role within a respected and growing live events company
- Varied projects across major UK and international show
- Competitive salary, commensurate with experience
- Opportunities for professional development and further qualifications
- The chance to shape and lead safety culture across an exciting, creative industry

HOW TO APPLY

To apply, please send your CV and a short covering letter outlining your relevant experience to jobs@bpm-sfx.com.
