



PinPointMedia

GREAT BRITISH FILMMAKERS

Junior Project Manager Role

About PinPointMedia

At PinPointMedia our passion for film is unrivalled - where else can you be part of the creation of world class films for brands across the globe with a clear mission at the core - to make film accessible to all!

We need to be different, and that's where you come in. The exceptional individuals we hire, how we ask you to work and our approach and investment in our culture is what really sets us apart!

Since our humble beginnings operating out of a bedroom, we now conduct our business from a 2,500sqft Head Office in Cheltenham with a satellite office in London and have since become one of the fastest growing and most trusted British production companies for film and animation anywhere in the UK.

We have built a passionate and driven team of industry experts, who, over the last 5 years have lived and breathed our mantra – 'to make film accessible to all'.

Our experienced and skilful team of Filmmakers, Designers, Editors and Animators amongst many more ensure timely and perfect delivery for all of our projects to the highest of standards!

At PinPointMedia you need to be ready for a challenge. An adventure. The commitment. So that leaves just one question – do you have what it takes to #JoinTheRevolution?

What will you be doing?

Due to continued growth and internal promotion, PinPointMedia are looking for a passionate and experienced full time Junior Project Manager willing to go the extra mile to join our Projects team operating from our Royal Crescent Head Office in Cheltenham. You will work within the Projects team creating and conceptualising, designing and presenting ideas to clients as well as project managing multiple elements of each shoot/project from inception through to completion ensuring each project is delivered on time and on budget!

On-going training will be provided, with the opportunity to progress to Project Manager/Producer within the company.

Development and Reward

So, what comes as standard when you join our revolutionary team?

- In depth Induction Programme
- 5 Day working week 8am - 4pm
- National Living Wage Employer
- Quarterly one to ones with your line manager
- 6 monthly appraisals with the Director
- Annual company bonus based on individual and team performance
- Company pension
- 23 days holiday allowance plus bank holidays, with additional days available for long-term service
- Employee Assistance Programme
- Monthly team culture events
- Summer and Christmas parties and of course team away days and evenings out!
- Guaranteed 1% pay-rise year-on-year

You will also be shadowing our team of Filmmakers, from Senior Camera Operatives to Editors and Researchers.

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The Junior Project Manager salary is £18,000 - £22,000 per annum dependent on experience, with a bonus scheme based on individual and team performance, company pension and generous holiday allowance.

Skills and Experience

- Junior project manager, desirably with experience in video production for online content.
- Confident in concept creation and production of design proposals and storyboards
- Able to work independently, taking a project from initial brief to completion
- Knowledgeable in media and marketing
- Enjoys extensive client liaison
- Willing to work hours as required on-location to ensure successful delivery of projects
- Able to work in a high pressure, fast paced environment
- Ability to hit the ground running and manage multiple projects at once.
- A problem solver who is proactive, driven and ultra-organised.
- Ability to work to meet tight deadlines and quick turnarounds on projects
- Ability to think on your feet and problem solve accordingly
- Calm under pressure
- Use initiative to manage workload
- High level of detail and accuracy
- Excellent written communication skills
- Clear communicator
- Desire to be challenged and open to feedback
- Self-motivated and ambitious
- Sense of humour
- Full driving licence and access to own vehicle

TO APPLY

We'd love to get to know you so please include a funny or interesting fact about yourself in your application alongside your CV, cover letter and any examples of work - send to careers@pinpoint-media.global with JUNIOR PROJECT MANAGER as the subject matter.

Applications close 31 January 2019, we will be in touch within two weeks of applications closing.