**Assistant / Trainee Project Manager – On Site Role**

**The company:**

Hotel Bell Tent are one of the largest boutique camping companies in the UK, and we have been creating boutique camps at the UK’s biggest and best outdoor events since 2008. We have a small full time team (< ten employees) who work closely year round in remote/hybrid roles, and a team of around 30 freelance managers, who work seasonally from May - August.

**The role:**

The Assistant/Trainee PM role is a fixed term contract on-site position, working on 3 *or* 4 projects over summer 2024, at music festivals and corporate events. The successful candidates will work shadowing senior project managers and assisting with running boutique camping sites, during the build/event/break, with the aim of running a project as an independent PM in August.

The role involves assisting the on-site project manager with their day to day work, which will be a mix of office based work, and activities in the field. The work is based at event sites around the UK, and the APM must stay on site for the duration of all projects, in their own tent or live in vehicle. Each project would last between 2-3 weeks on average.

**The person:**

The ideal candidate would be someone who understands the UK Events and Festival industries. Someone who can learn quickly in training and on the job, who is skilled at administrative and other laptop based work, whilst also being willing to help out with any and all tasks that may arise whilst on site running a project.

We are looking for someone who thrives on taking ownership of a variety of different responsibilities, who can manage their time, and is happy to work on a number of different tasks simultaneously, whilst also taking on as much knowledge as possible!

This position would suit candidates with previous event experience, who are looking to upskill, or an existing event manager/PM who wants to move into a new company and further their on-site experience.

**Dates:**May - training. June – August 2024, project specific

**Location:**On site at scheduled events

**Reporting to:**Senior Project Managers

**Hours:** 10+ hours daily whilst on site

**Key Skills and Attributes:**

* Previous experience in an events-based role
* Strong communication skills – both verbal & written
* Good computer literacy – Microsoft Outlook, especially Excel
* Great organisational skills & time management
* Ability to prioritise tasks
* Ability to work effectively as part of a team

**Valid UK driving license and have a vehicle**

**Job Type:**PAYE or Freelance

**Applications:**Please send your CV and a cover email to staffinfo@hotelbelltent.co.uk