INCEPTION

Senior Project Manager Job Description - July 2026

At **INCEPTION**, we create branded environments and experiences across tradeshows, exhibitions, experience centres, marketing suites, and retail spaces. We blend strategic understanding with creative execution to deliver work that connects audiences and elevates brands worldwide.

Why INCEPTION

From inception to realisation, you own it. From first brief to final breakdown — timelines, budgets, build partners and on-site delivery — you'll steer branded environments the whole way, owning the entire build rather than a slice of someone else's.

Projects that captivate and connect. IP brands, aviation, defence, fintech and gaming, delivered at the biggest shows worldwide. Complex, high-stakes builds for serious brands — global reach, real variety, and yes, the passport gets used.

Insight to Inspire™ — protect the idea all the way to the floor. You'll turn strategic insight and spatial design into flawlessly delivered reality, trusted to guard the craft from brief to breakdown. Never just logistics.

You're the one point of contact. Exactly as we promise our clients — the single, trusted point of contact, owning the relationship and the delivery, backed directly by the founder with no layers to slow you down.

Detail-obsessed, by nature. Every element thoughtfully designed, expertly built and seamlessly executed, with a global machine behind you — 1,000+ projects, 60+ build partners and 20+ storage facilities worldwide. Here your eye for detail is the standard, not the exception.

A real stake in what we build. Genuine influence over how a growing delivery team scales worldwide — and, for those driving that growth, a real share in what we create together.

About the Role

We're looking for an experienced Senior Project Manager to deliver international projects within the B2B trade show and exhibitions space. You'll manage the full design and production process for large-scale exhibitions, trade shows and activations, ensuring seamless delivery on time, on budget and to an exceptional standard.

The role demands strong leadership, strategic thinking, budgeting and stakeholder management, with the ability to run multiple projects in a fast-paced environment. You'll work within the project management team, reporting to the Operations Director and collaborating closely with our creative and design teams.

Your key responsibilities will include:

- Leading end-to-end project management across planning, budgeting, design, production and delivery for exhibition and trade show projects.
- Overseeing international on-site builds, installations and live days, ensuring quality, safety and flawless execution.
- Acting as the primary client lead, guiding strategic decisions, aligning objectives and building long-term relationships.
- Driving collaboration across internal teams, freelancers, contractors, fabricators and vendors to achieve outstanding project outcomes.
- Providing senior oversight across project workflows, ensuring alignment, accountability and best-practice delivery at every stage.

What You'll Do

- Have ownership and accountability for your assigned projects, maintaining oversight of all aspects of the project lifecycle from scoping, conception, production and delivery, to final reconciliation and debrief.
- Create presentations for client proposals, pitches, and tenders, and when required present them to senior management, clients, and project teams.
- Develop and manage project budgets and billing schedules, ensuring consistent cash flow and cost-effective solutions, while maintaining high quality.
- Champion best-in-class design and project management practices while collaborating seamlessly with other departments to foster clear, consistent communication.
- Coordinate all logistical aspects including venue liaison, production, installation, H&S and de-rig, ensuring that all aspects adhere to industry regulations and best practice.
- Work closely with internal teams, external partners and key stakeholders to align on expectations and deliverables.
- Confidentially monitor and negotiate with suppliers to ensure that all contracts are in the best interests of the client and agency.
- Lead onsite execution, overseeing teams, troubleshooting issues and managing the client to ensure a seamless experience for exhibitors and attendees.

- Build and nurture strong client relationships, understanding their evolving needs and identifying opportunities to enhance service offerings and drive account growth.
- Provide expert guidance, feedback, and mentoring to team members fostering a culture of continuous improvement, innovation and accountability.
- Support with the coordination of resources and manage schedules and deadlines for yourself and those on your team.
- Work closely with the Operations Director to optimise workflows and exceed client expectations through efficient and effective project management.
- Collaborate with leadership, clients, and industry partners to drive strategic initiatives and position the agency competitively on a global scale.
- Keep up to date with the latest trends in design, materials, innovation and sustainability.
- Champion sustainability by embedding eco-friendly practices into operations, from material sourcing to logistics and production.
- Proactively identify and mitigate risks, ensuring flawless execution even in high-pressure, complex scenarios with tight deadlines.

What We're Looking For

- Proven experience as a senior/project manager in-house or agency within exhibitions, events, or experiential.
- Strong knowledge of exhibition stand builds, logistics and event operations.
- Proven experience in managing complex, multi-phase projects from pitch through to delivery.
- Experience delivering projects in global markets, ideally the US, EMEA and ASIA.
- Proven experience in client management, project management and team management, delivering outstanding creative work on time and on budget.
- Expert budget management skills with a commercial mindset.
- Good communication skills with the ability to confidently articulate concepts and costs to clients, suppliers and team members.
- Expert planning and organisation skills, with the ability to manage multiple projects simultaneously in a deadline-driven environment.
- Excellent verbal and written communication skills, with an ability to articulate and advocate for design concepts to engage and influence leadership, clients, and industry partners.
- Demonstrated experience in mentoring and leading a team, with a commitment to fostering a positive and inclusive culture with regular, clear and structured feedback and reviews for all direct reports.
- A strong track record of building and nurturing client relationships, with a proactive approach to sourcing and developing new business.
- Have a passion for sustainability, with experience embedding eco-friendly practices into production.
- Have a forward-thinking, strategic mindset with a structured, creative approach to problem-solving.

- Have strong attention to detail and problem-solving skills and the ability to conceptualise briefs.
- Ability to work well under pressure, meet deadlines, and manage multiple projects simultaneously.
- Expectation to travel and work onsite during event build and live days.
- Familiarity with Google Workspace and Monday.com is a bonus.

If you're a proactive and detail-oriented Senior Project Manager passionate about delivering exceptional exhibitions and trade shows, we'd love to hear from you!

Pay and Benefits

Salary: £50k - £55k depending on experience.

Benefits: Competitive package including: flexible working, Friday summer hours, bonus schemes, travel discounts and wellness & development allowances.

Location: Flexible hybrid working - 3 days in London (SE1)

Apply now and be part of the team shaping the future of experiential design!