INCEPTION

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 a Project Manager to support the delivery of international projects within the B2B trade show and exhibitions space. You'll manage the day-to-day coordination of exhibition stands, trade shows and brand activations, ensuring projects run smoothly, meet deadlines and stay on budget.

You'll work within the project management team, reporting to the Operations Director and collaborating closely with our creative and design teams. You'll work with internal teams, external partners and clients to turn ideas into reality, handling the operational and logistical details that keep projects moving.

This role is ideal for someone with solid project management experience in events or exhibitions who's ready to grow and take on more responsibility.

Your key responsibilities will include:

- Managing the project lifecycle from scoping and planning through production, delivery, reconciliation and debrief.
- Supporting the development and management of project budgets, schedules and resources to ensure cost-effective, on-time delivery.
- Coordinating workflows and stakeholder communication across internal teams, contractors, vendors and freelancers to keep projects running smoothly.
- Assisting with international on-site builds, installations and live days, ensuring safety, compliance and quality standards.
- Providing day-to-day client management, ensuring objectives are met and maintaining clear, consistent communication throughout the project.

What You'll Do

- Support end-to-end delivery of exhibition stands, trade shows and brand activations, ensuring projects stay on track and within budget.
- Prepare and deliver client-facing presentations, proposals and project updates when required.
- Help manage project budgets, billing schedules and cash flow under senior guidance.
- Coordinate logistics including venue liaison, production, installation, H&S compliance and de-rig.
- Assist with supplier negotiations to secure contracts that meet project needs and agency standards.
- Support best-practice project management processes, tools and ways of working across the team.
- Contribute to sustainability initiatives across material sourcing, logistics and production.
- Stay informed on industry trends, design innovation and sustainability practices.
- Work within the project management team, reporting to the Operations Director and collaborating closely with creative and design teams.

- Support on-site delivery, troubleshooting issues and helping ensure a smooth experience for clients, exhibitors and attendees.

What We're Looking For

- Proven experience as a Project Manager within exhibitions, events or experiential environments.
- Strong understanding of exhibition stand builds, event logistics and operations.
- Experience managing multiple projects across global markets (US, EMEA, Asia).
- A solid track record of delivering projects on time and within budget.
- Excellent communication skills with the ability to manage clients, suppliers and internal teams confidently.
- Strong budget management skills with a commercial mindset.
- Highly organised with strong planning, problem-solving and multitasking abilities.
- Ability to work under pressure and adapt quickly in fast-paced environments.
- Passion for sustainability and embedding eco-friendly practices into production.
- Willingness to travel internationally and support on-site delivery during builds and live days.
- Familiarity with Google Workspace and Monday.com is a bonus.

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

Pay and Benefits

Salary: £40k - £50k 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.

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