



## **Project Coordinator / Project Management**

Opened in 2021, Harry Potter: A Forbidden Forest Experience is an official experience partner of Warner Bros, producing a new concept experience for fans of the film franchise.

A night-time woodland trail filled with magical creatures and wizarding wonders from the Harry Potter and Fantastic Beasts films, guests explore the sounds, lights, and special effects that bring the magic of the Wizarding World to life. The trail has already won awards within the experiential tourism industry and is set to become a global project. With expansion plans for multiple sites around the world, with a focus on Europe and America in 2022-23, we are expanding our team to facilitate this exciting growth.

### **Location:**

Remote working with flexibility to travel for meetings, site visits and during the event delivery phase support to operations by attending event sites. Offices are based in Stamford Lincolnshire, but attendance at the office is not required, but would be preferable.

### **Working Hours:**

Typically 09:00 – 17:00 or 10:00 – 18:00 five days per week. Some evening and weekend work will be required during key project phases. Flexibility on working hours is a must, given transatlantic teams.

### **Responsible to:**

The Project Coordinator will sit within the Management Team and report directly to the Executive Producers.

### **Day rate:**

£200-£250 per day depending on experience. Freelance position.

**Overview:**

The Project Coordinator role is pivotal to the success of the global delivery of Harry Potter: A Forbidden Forest Experience. This project management role will provide direction and steer to the senior management team (SMT) to ensure all project elements remain on time. Working with assistants and administrators of the SMT, you will manage the project timeline and direct focus on project elements ensuring a coordinated and methodical approach is taken.

**Job Role:**

- Take overall responsibility and be the main point of contact for all project timelines and lead the SMT in meeting key deadlines
- The Project Coordinator will liaise with internal and external stakeholders to ensure the overall project Gant chart is accurate and updated.
- Take ownership of the project management software (Monday.com) including assigning tasks, tracking task completion and flagging risks to the SMT. The role will require working with the larger event delivery team to ensure the timely delivery of key milestones.
- With an attention to detail, the Project Coordinator will work with Executive Producers in the creation and submission of documents and decks to the IP owners.
- Lead recruitment for Ravenswood Exp. and manage the recruitment process as and when identified by the SMT.
- Create KPI (Key Performance Indicators) reviews for local Event Managers and other localised team members to carry out ensuring the standardised delivery across all event sites.
- Taking on Special Projects as and when requested by the SMT, the Project Coordinator will lead “special projects” from concept to operational handover ensuring the delivery team have all information and operational guides.
- Coordinate and manage SMT meetings, with agendas, actions points, and outcomes sent in a timely manner.
- Developing excellent leadership, customer relations and communications skills to liaise effectively with all project stakeholders.

**Key requirements:**

- Must have experience using Google Drive and the Google suite of applications including Sheets, Word, Google Meetings. Attention to detail is essential in the preparation of company documentation.
- Previous experience in managing large projects for the creative industries is preferable.

- Previous Gantt Chart and project timeline experience is important.
- Would suit a candidate with a Management Consultancy background, or experience in helping to coordinate large scale projects and timelines.
- UK driving licence.

**About you:**

- Independent and able to use your initiative to problem solve.
- Resilient, with an ability to stay calm and operate under pressure.
- Dependable, honest, good sense of humour.
- Results driven and customer focussed with an interest in outdoor activities.
- Able and willing to travel and stay away from home frequently.

For more details about the project please see our website:

[www.hpforbiddenforestexperience.com](http://www.hpforbiddenforestexperience.com)

Article giving details on the project:

<https://blooloop.com/brands-ip/in-depth/harry-potter-a-forbidden-forest-experience/>

**If you are interested in this role, please send your CV and Cover Letter to [staffing@ravenswoodexp.com](mailto:staffing@ravenswoodexp.com)**

*This role may be closed without notice due to the volume of applicants.*