

Job Description



Job Title: Junior Project Manager

Reports To: Co-Founder & COO

Job Purpose: Junior Project Manager will report directly to the Co-Founder & COO. Their responsibility is to develop concrete, detailed plans for a project, including the schedule, the budget, outlining the duties of each team members, identifying project goals, and setting a timeline for the project. They collaborate with various teams and hold meetings to develop project plans and present them to upper-level management before starting the project.

****Who we are****

Tickets for Good is a platform that connects ticket providers, corporate partners, and charities to allow everyone to do good, be seen and inspire others. We allow ticket providers to do good whilst filling their venues. We help companies do good and be seen through sponsorship. We help people in need through access to life-changing experiences in order to be healthier and happier.

****Our Mission***

Our mission is to connect ticket partners and charitable organisations (charities, social prescribers and the NHS), enabling them to do good together, by creating life-changing experiences for people in need. Our vision is to create a world where some tickets from every live event are used to improve mental health and social inclusion.

****Who we are looking for****

- Super creative
- Loves events culture
- Flexible, target-driven, proactive approach
- Thinks laterally
- Eager to learn
- Market Research Experience
- The ability to meet deadlines
- Experience within a project assistant / project management role
- Exposure to or experience within the events industry would be advantageous
- Working knowledge of monitoring & evaluation, finance, operations and reporting (financial and written)
- We would expect you to have evidence of why you would be good / love to work for us

****What you will do****

- Supporting and encouraging team members to maximise productivity and the development of skills
- Ensuring projects stay within timescales and budget
- Structuring projects and devising processes that ensure efficiency
- Generating clear and succinct project reports
- Engaging with creative teams to understand their progress with tasks
- Liaising with CEO & COO and members of the creative team, to keep projects running smoothly

****What we care about****

We care about your creativity, skills, character, and work ethic.

****What we don't care about****

Degree, qualifications or lack thereof, at all.

****Why would you want to work for us****

The work we do benefits society. We will offer equity. You will receive tickets to amazing music, theatre and sporting events throughout the UK. You can work remotely if you wish.

Our site can be seen here: www.ticketsforgood.co.uk