



Seeking a highly motivated project professional to join our event hire team as
Project Manager – Winter Glow

About us:

Winter Glow is an established winter event that began in 2020 as a light trail and has since grown into a multi attraction event now including an Illuminated Light Trail, Personalised Father Christmas Experience, Ice Rink, UV Crazy Golf, Indoor Xmas Market, Food Court and Fairground.

Owned and Managed by Tarren Production Ltd.

With over 60 years combined experience, our festival & events team have the know how, flair and skill to deliver events to remember. We are trail-blazing creators of dynamic & immersive events, spaces and installations. We design and deliver impactful brand activations on behalf of a range of exclusive clients and have developed our own range of seasonal regional events.

What we do:

We offer a wide range of events solutions:

- Full Events & Festival Management and Production
- White label Production Support into Event, Media and Creative Agencies
- Design & Build Services for Experiential and Brand Activation Events
- Seasonal in-house events programme
- Event Furniture Hire

Put simply, we use our vast industry knowledge and our team's expertise to create the best event solutions for our clients. We boast an exciting portfolio of prestigious clients in Cheltenham and beyond, plus our own in-house promoted events.

What do we want?

We are looking for a passionate, hard-working project manager who passionately loves everything about Christmas. Someone who has the ability to plan, organise and prioritise workloads. Working along side our Production Managers, Sales & Marketing teams you will take full responsibility for the planning and delivery of every aspect of this event from concept planning, managing external PR and Digital Marketing teams to staffing, training, and designing the look and feel.

About the role:

You will be working as part of the team at our HQ in Cheltenham, Gloucestershire. Located in the village of Bentham, our facilities include: offices, meeting rooms, workshop, outdoor working spaces, and an old orchard and paddock for that lunchtime walk or thinking space.

Duties will include, but are not exclusive to:

- Being responsible for the delivery of every aspect of this event (including but not limited to).
- Managing external PR and Digital Marketing agencies.
- Working with our in house Sales and Marketing teams to ensure the marketing plan is followed and on point to the needs of the external agencies.
- Managing our back office ticketing software alongside our customer services assistant.
- Maintaining all H&S paperwork and updating the Event Safety Management Plan.
- Keeping a tight handle on the budget and ensure its is up to date.
- Working alongside our technical production manager, re-design the light trail annually.
- Constantly look at ways to update and refresh the entire event.
- Ensure all assets are documented, kept refreshed, and in full working order (including a period of post event repairs).
- Overseeing and implementing, marketing, staffing, training, contractor booking, customer service, group bookings, sponsorship, contracting.
- Recruitment of seasonal staff and event actors.
- Researching and ordering all presents/cookies and other items needed for the Father Christmas Experience.
- Researching and booking in all Caterers / Traders and Market Stalls.
- Liaising with the venues event & marketing teams.
- Being the event project lead, during the build break and live periods, ensuring the production teams, event managers and crews have all the resources and information required to achieve all tasks, and ensure the event runs smoothly.

About you:

Ideally you will have a minimum of 3 - 4 years experience within the events industry.

- A good all rounder with excellent oral and written communication.
- An exceptional problem solver who is able to think on their feet
- Excellent attention to detail & planning.
- Ability to create instructions, production schedules & project plans.
- Ability to document procedures and brief teams accordingly to achieve desired outcomes.
- Ability to get the best out of others, and keep everyone to deadlines.
- Good time management skills.
- Practical aptitude essential.

- You will be able to use a Mac to a high standard, including word, excel and PowerPoint.
- You will have a strong work ethic and can work well independently and within a team
- Take responsibility and accountability for the ownership of tasks.
- Be able to drive and have a car.
- You will be honest, come with a positive attitude, and plenty of initiative.
- You will have a good sense of humour and not afraid to roll your sleeves up and muck in.
- Be prepared to help out/be flexible in all areas of the business where needed.

The Important bit:

Location: Based in our office in Cheltenham, Gloucestershire. (also on location at Winter Glow at Malvern Showground November to early January).

Contract: Full time, 40 hours / week. (6 month initial probationary period).

Start Date – (September 2025 - Flexible for the right candidate).

Salary: £38,000 - £42,000 (dependant on experience).

CPD: Opportunities for personal development

(Plus 28 days holiday and pension)

Dates: Applications to be received by 5pm on Friday 15th August
(We may appoint early if a good candidate is found)

Please send CV, a covering letter detailing why you think you are suitable for this role and two references** by email to jobs@tarrenproduction.co.uk

Please put your name and "Project Manager" in the subject field

www.tarrenproduction.co.uk 01242 806778

** all references will be taken at interview stage, please notify us if any are sensitive.