

## Job Description

**Department:** Research and Development

**Job Title:** Project Management Assistant

**Reporting to:** R&D Manager

**Overall purpose of the job:** Assisting in all aspects of the project management of new products, and being the owner of specific projects within the R&D team. This is often a hands-on role which requires a passion and understanding of audio and guitar-related equipment

### Main Activities / Tasks:

#### Project Management

- The writing, maintenance and reporting of project plans (including Gantt charts)
- Working with the project team leader on prioritisation and follow-up of day-to-day project tasks
- Maintenance of project-related budgets and spends
- The formulation and maintenance of the project risk and test registers
- Administrating the international safety and EMC approvals testing and documentation for new products (non-technical)

#### Project Coordination

- The coordination and chasing of project information between the UK-based Blackstar departments (R&D, Marketing, Sales etc.)
- The daily coordination of information and activities between the UK team and overseas engineering teams

#### Product Support

- Market research/competitive analysis and the preparation of market-related reports
- Functional and sonic testing of prototypes

#### Technical Support

- Setting up and performing product sound tests
- Sourcing local components for UK prototype production and testing

#### Documentation

- Regular reports on all aspects of projects including timescales, budgets and costs
- The organisation and filing of project-related documentation from internal and external sources
- Occasional travel to OEMs in the Far East if required

**Other Duties:** General departmental and new product related duties as required

## The Person

Person Specification	Desirable	Essential
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified to degree/HND level or above in Electronics, Acoustics or Music Technology-based subjects</li> </ul>	<ul style="list-style-type: none"> <li>Qualified to a minimum of A Level/BTEC standard in technical subjects</li> </ul>
<b>Training / Technical Skills</b>	<ul style="list-style-type: none"> <li>Experience in a project management role or similar</li> <li>Experience using Microsoft Project software</li> </ul>	<ul style="list-style-type: none"> <li>Practical proficiency with Microsoft Word and Excel.</li> <li>Guitar or bass player</li> </ul>
<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>Some experience of working in a fast-moving engineering/industrial/commercial environment</li> <li>Used to working to tight deadlines</li> <li>Commercial experience in a project-related role</li> <li>Knowledge of critical path analysis</li> <li>Knowledge of Agile management processes</li> <li>Knowledge of software development principles</li> </ul>	<ul style="list-style-type: none"> <li>A deep understanding of the Musical Instrument market, especially guitar technology</li> <li>Excellent verbal and written communication skills</li> <li>Excellent numerical and analytical skills</li> <li>High level of attention to detail</li> <li>Highly organised, with a structured approach to all tasks</li> <li>Independent and self-reliant</li> <li>A flexible approach to work</li> </ul>
<b>Personality / Characteristics</b>	<ul style="list-style-type: none"> <li>Passion for the music industry</li> </ul>	<ul style="list-style-type: none"> <li>Excellent interpersonal skills; able to build professional relationships with people at all levels</li> <li>Ability to manage time and prioritise effectively</li> <li>A personable and outgoing nature</li> <li>Enthusiastic, conscientious, committed and dependable</li> <li>A 'can-do' attitude and a keen eye for detail</li> <li>Very methodical and a diligent record keeper</li> </ul>
<b>Specific Requirements of the Role</b>	<ul style="list-style-type: none"> <li>Experience in using Blackstar products or equivalent music-related products</li> </ul>	<ul style="list-style-type: none"> <li>Full time, 08:00 – 17:00, Monday – Friday in Northampton, UK</li> <li>Willing to work extra hours as and when required</li> </ul>