



Glasgow 2026 Commonwealth Games – Job Description

Job title:	Senior Project Manager, Look Wayfinding and Signage
Division:	Games Experience
Functional Area:	City Activations
Reports to:	City Activations - Strategic Advisor – SPE, LOK
Location:	Glasgow

Background to the Glasgow 2026 Commonwealth Games

The journey to Glasgow 2026 starts now – and we want **YOU** to be part of it!

Get ready for a brilliant new era for the Commonwealth Games, blending world-class sport with a sustainable, future-focused vision. In under 500 days, Glasgow will transform into a global hub for sport and culture, welcoming 3,000 athletes from 74 nations, across 11 days of action, fuelled by the city's unstoppable energy and passion.

Glasgow 2026 is set to revolutionise the Games with a bold, 'Clyde Built' experience that reflects the city's resilience and innovation. This is more than just an event; it's a movement – a celebration of unity, equality, and sporting excellence. A movement that will not only deliver a world-class sporting experience, but will also create a lasting legacy, maximising social and economic benefits for the city and the Commonwealth.

Don't miss your chance to be part of something historic!

Joining the Glasgow 2026 team means being part of something extraordinary. This is an opportunity to shape the future of major sporting events, bringing the world together for 11 days of unforgettable competition and culture.

Look, Wayfinding and Signage is the visual system that will bring Glasgow 2026 to life for everyone who visits the Games. It includes the overall look and feel (colours, graphics, typography and icons), the wayfinding that guides athletes, spectators and officials from place to place, and the signage that delivers clear information for audiences at the right moment. It will play a critical role in expressing the Glasgow 2026 brand on the world stage, turning our venues and public spaces into a unified, memorable expression of the Games identity and values.

We have an exciting opportunity for a **Senior Project Manager, Look Wayfinding and Signage** to oversee the progress and processes of our Look, Wayfinding & Signage (LOK) workstream and join our City Activations team at 2026, working hand in hand with our LOK contractor. This is your chance to play a pivotal role in delivering a world-class competition, supporting the planning and delivery of the Commonwealth Games.

You will represent the LOK function in cross-functional meetings, develop processes and trackers to support and maintain key planning materials, and work collaboratively with other departments to ensure all LOK specific needs are met. Your ability to build effective working relationships with key partners will be crucial to the success of the delivery of the Look, Wayfinding and Signage Programme.



This role is perfect for, excellent project managers who are problem solvers and passionate individuals who thrive in a fast paced, high-energy environment.

The Senior Project Manager, Look Wayfinding and Signage will oversee the contractors progress across the design and brand application that will span over 4 venues and 10 Field of Plays that include Athletics & Para Athletics, Swimming & Para Swimming, Track and Para Track Cycling, Judo, Boxing, Netball, Artistic Gymnastics, Bowls & Para Bowls, Weightlifting & Para Powerlifting, 3x3 Basketball & 3x3 Wheelchair Basketball. Additionally, will track and support the implementation of branding across agreed Non-Competition Venues as well as support the wider City Activations team around branding requirements across Live Sites and spectator routes.

Role Summary / Key Accountabilities

The **Senior Project Manager, Look Wayfinding and Signage** is responsible for implementing processes and procedures that provides assurance over the delivery of the LOK contract. The role will involve the coordination and tracking of progress, maintaining OC records for sign off procedures as well as design and implement change control procedures following the finalisation of the LOK application plans. Acting as the key contact for Organising Company (OC) functional areas and the appointed turn key supplier, this role is a key role that ensures that all plans are fully integrated and provides assurance to all parties that the contracts in place are delivering in accordance with the contracted scope, timeline, and quality standards.

Acting as one of the Senior LOK team that sees OC staff and contractors working as One team to deliver an excellent LOK programme. The role will also work closely with the internal Programme Delivery Team ensuring the tracking of all progress across the LOK workstream is monitored and managed whilst supporting the City Activations Strategic Advisor in providing accurate reports to the Senior and Executive Leadership Team on overall progress around the planning and delivery of Look, Wayfinding and Signage.

Support on budget tracking and liaising with other Functional Areas to manage cross-programme alignment to act as the point of contact for scope definition is required as part of this role.

This role requires flexibility, particularly in the lead-up to and during Games Time, with evening and weekend work expected as needed.

The employee will adhere to all OC Health and Safety policies and procedures.

Responsibilities of the role will evolve during the lifespan of the OC, and the role profile will likely be adapted in line with the changing needs of the Games.

Knowledge & Experience

Essential:

The ideal candidate will bring experience working within project management roles at multi-sport and major events. Specifically, will be asked for the following:



- Proven experience in working with event delivery, overlay, production and / project management within major projects
- Proven experience of designing and implementing process and procedures to track and report accurately on progress
- Strong understanding of functional areas within a Games environment
- Understanding of what Look of the Games and Wayfinding programmes involve
- Demonstrated experience of project managing multiple suppliers or delivery partners
- Proven experience of working in and with blended teams of paid staff, suppliers and freelancers
- Excellent communication skills
- Ability to work with established sign off procedures that ensures that each piece of artwork has been checked and approved ahead of print and provide updates and trackers to support the overall records for the OC
- Comfortable working in a fast-paced, evolving environment with fixed deadlines
- Experience working with budget control, reporting and financial forecasting is essential
- Experience working in or with organising committees, broadcast, brand production and project management or overlay is a strong advantage

Desirables

- Experience in design of venues look, wayfinding and signage programmes
- Experience of working in Glasgow and at any of the Glasgow 2026 venues

You should be IT-literate, confident using Microsoft Office as a minimum and Smartsheet's is desirable as the OC project management tool.

Responsibilities

Contract Oversight

- Serve as the OC's project manager across the LOK contractor for design and application ensuring accurate reporting against delivery is in line with the agreed scope, budget and timelines
- Monitor and report on supplier capacity, capabilities, and team structures to ensure they are sufficient to meet programme demands
- Support the City Activations Strategic Advisor in assessing supplier reporting, progress updates, risk logs and operational readiness plans
- Manage the integrated planning across key FA's and the suppliers such as Sport, Broadcast and Sport Presentation
- Track and manage all health and safety related documentation and requirements between wider OC suppliers and LOK contractors
- Ensure the suppliers have all relevant permissions, licences in place for installation and decommissioning phases
- Facilitate communication and issue resolution between suppliers and the OC
- Ensure alignment across the OC FA planning dates and milestones
- Track and support the updating of the OC documentation alongside the contractor LOK leads



- Seek innovative solutions and efficiencies to maximise the Look application across venues

Programme Monitoring and Delivery Assurance

- Track overall programme progress and report internally on milestones, risks, and dependencies
- Track budget spend and attend regular contract review meetings
- Ensure all relevant permits and licences are in place in relation to delivery
- Support readiness testing, approvals and change management as required
- Contribute to the coordination of test events or special projects involving Look and Wayfinding delivery
- Track and manage additional requests across all LOK assets
- Experience in delivery of complex projects
- Develop and collate all details for the Transfer of Knowledge report

Internal OC Project Management and Liaison

- Reporting to the City Activation Strategic Advisor on LOK to ensure that all relevant milestones and risks are monitored and updated accordingly with the programme
- Implement the agreed LOK strategy for the OC
- Track and manage the approvals process across OC FA's and key stakeholders
- Build and maintain critical relationships with Games partners such as Commonwealth Sport, International Federations and Sponsors through the respective FA Leads
- Act as the Look and Wayfinding point of contact within the OC for cross-functional planning that is not restricted to but includes Venue Management, Transport, Media, Broadcast, Security, Ceremonies, and Sport
- Support the contractor team in the scoping and prioritisation of Look and Wayfinding assets in line with approved budget and operational requirements
- Provide internal recommendations on where adjustments or efficiencies may be required to remain within budget or accommodate functional needs
- Support procurement, finance and reporting teams with documentation, forecasting, and milestone-based payments

Key Information

Functional Area: City Activations / Look, Wayfinding and Signage

Reports to: City Activations Strategic Advisor – SPE, LOK

Contract Type: Fixed-term full time, Glasgow based

Location: Glasgow 2026 OC offices (Hybrid working negotiable during specific periods with a minimum 3 – 4 days in the office)

Salary: Salary offered will be based on demonstrated skills and experience related to this role.