

ACCOUNT EXECUTIVE / SALES

In this position, we are seeking experienced individuals that have a substantial and proven understanding of the unique service we offer the entertainment industry.

We are seeking individuals that have spent time or worked previously in the scenery industry, and preferably has an existing or can develop a client base. This person must be focused & driven, as well as know proper terminology for the different markets for which we work in.

Additionally, this individual may at times be expected to function as a Project Manager and have a working knowledge of current Cost of Goods as well as estimating skills and contract writing

RESPONSIBILITIES:

- Client development.
- Maintain & grow existing client base.
- Work with management to develop new sales opportunities.
- On certain occasions, over-see & supervise site installations.
- Project Bidding & Estimating.
- Function as a Project Manager on certain projects.
- Develop Scope of Work for each project.
- Manage client expectations.
- Communicate with client & shop staff to ensure project success.
- Track & capture all project change-orders.
- Close-out & Reconcile all projects with Finance department.

QUALIFICATIONS/REQUIREMENTS:

- Three (3) years or more of working as a Project Manager, Account Executive or Salesperson for an established scene shop.
- Working knowledge of current price point for goods & services.
- Some drafting or Technical Design skills.
- Knowledge of Bidding & Estimating.
- Ability to generate a Scope of Work.
- Understanding and ability to write contracts.
- Ability to interpret client provided renderings or drawings and convert to working shop drawings with in-house design team.
- Diverse understanding of scene shop practices, procedures & terminology.
- Understanding of national and local labor laws.
- Understanding & ability to coordinate site labor (Union & Non-Union).
- OSHA 10 or OSHA 30 (This is a plus).

REPORTS TO:

General Manager and/or Ownership

SALARY:

Salary is negotiable and based on experience. Sales Commissions will be based on individual performance.

This position is Full-Time or Part-Time.