

PROJECT MANAGER

In this position, we are seeking experienced, focused and driven 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 fabrication industry and understand being in Theater, Film & TV or Live Event environments.

RESPONSIBILITIES:

- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews.
- Prepares and completes action plans.
- Implements production, productivity, quality and customer services standards.
- Resolves problems, completes audits, identifies fabrication trends, determines production/fabrication improvement to get projects completed and out the door efficiently.
- Implements change as production requires.
- Develops, manages and maintains long-term client relations.
- Focuses on growing client base.
- Coordinates with ownership to develop new sales opportunities.
- Oversees site installations (as needed).
- Project Bidding & Estimating.
- Generate sales contracts.
- Develops Scope of Work for each project.
- Manages client expectations.
- Communicate with client & shop staff to ensure project success.
- Track and capture all project change-orders.
- Close-out and reconcile all projects with finance department.
- Secure reasonable price points with select vendors.

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.
- Understands proper industry terminology for various scenic markets.
- 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 (*OSHA 30 certification is preferred as this is the standard for coordinating site labor in most venues*).
- Strong written and verbal communication skills.
- Negotiation skills.
- Budget development and tracking.
- Mentoring and coaching.

- Critical thinking.
- Strong organizational and analytical skills.
- Proficient with Microsoft Office, AutoCAD, SketchUp, Spreadsheets and Project Management software.

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.