



## Job Description

**Title:** Project Manager  
**Reports to:** Manager / PM  
**Department:** Sales

**Group:** Project Management  
**Status:** Exempt  
**Pay Grade:**

**Purpose:** Oversees the development of a custom project from purchase order through system installation and customer satisfaction.

### **Representative Responsibilities:**

- Implements the design of a custom project layout.
  - Confirms system requirements with salesman.
    - Review specification and drawings
    - Review Project BOM.
    - Review quotations, sales order, change orders, purchase orders and addresses any discrepancies in a timely fashion.
    - Input system requirements into TSC Data Base
  - Maintain and up-date TSC Data Base
  - Coordinate submittals with drafting and engineering.
  - Ensures submittal drawings are consistent and accurate. (Coordinates with salesman)
  - Submits drawings to customers by or on due date.
  - Order or assist with the ordering of all material required in a timely manor.
  - Address requests for information from consultants, engineers, electricians, salesman and end users in a timely and professional manner.
  - Complete detailed Work Orders and Pull sheets for Manufacturing and Installation.
- Insure that Project budget (Financial responsibility) is met.
  - Alert TSC Management with budget problems.
  - Review Timberline project accounts for accuracy.
- Reviews returned submittal drawings; work with Engineering on resubmittal or changes.
- Manages the project's progress to ensure the scheduled ship and installation date is met.
  - Communicates project's schedule and ensures it is agreed-upon by external personnel (consultant/customer/contractor).
  - Coordinate regularly with the job site superintendent to insure schedules can be met.
  - Contact customers / contractor as soon as schedule changes occur.
  - Updates project schedules to ensure they are accurate and current.
- Supports system installation. Site visits if required.
  - Ensures all equipment is on site and missing equipment is expedited if necessary.
  - Provides support to on-site crews.
- Works with sales on Monthly billing and schedule of values.
  - Insure billing is done on a timely manner.



- Ensures product shipped and installed meets customer’s expectations.
  - Job sign off procedure.
  - Close out documents.

**Additional Responsibilities:**

- Assists other Project Managers when needed.
- Acts as a resource for other departments.
- Other duties as assigned.
  - Completes special projects and requests in a timely and positive fashion.

**Knowledge, Skills, Abilities:**

- Knowledge of Theatrical equipment and/or rigging / engineering theories or practices.
- Excellent communication, organizational, and interpersonal skills
- Strong motivation and leadership skills
- Microsoft Office/PC skills/ Cad software operation.
- Able to work well under pressure and defuse volatile situations
- Ability to travel on long and short term notice for job site meetings.
- Able to climb ladders, scaffolding. Not afraid of heights.

**Education and Experience:**

- Bachelor’s degree in engineering or theatrical related field, or
- 1-3 years of appropriate industry experience
- Practicable experience in technical theatre and/or construction

**Project Manager I  
Training Requirements**

<b><u>Training</u></b>	<b><u>Location</u></b>	<b><u>Type</u></b>
Safety training	Internal	Formal
New Employee Orientation	Internal	Formal
Facility Tour	Internal	Formal
Company Profile	Internal	Formal
Computer training	Internal	On the Job
Phone training	Internal	On the Job
Specification training	Internal	On the Job
Process training	Internal	On the Job
System design	Internal	On the Job
Project Management seminar	External	Formal