



*Theatrical stage equipment that stands behind a professional performance*

**Position: Project Manager**

**Level: Experienced**

**Job Location: Bronx, NY**

Texas Scenic Company is a full-service theatrical equipment company and theatrical systems integrator with offices in San Antonio and New York City. For eight decades, Texas Scenic has been designing, manufacturing and installing stage, studio and theatrical equipment for the entertainment industry. We manufacture and install stage curtains, counterweight and motorized rigging systems, theatrical lighting, dimming and control equipment, a complete line of expendables and hardware, as well as custom theatrical equipment.

Texas Scenic Co. is seeking a qualified full-time project manager based in NYC metro area. Project managers oversee all aspects of the project implementation including scheduling, coordination, purchasing, and proactive communication with customers/general contractors, architects, and consultants. Project Managers work closely with Engineering Department, fabrication shops, field installation teams and vendors/subcontractors to bring projects to successful completion.

Primary duties include, but are not limited to:

- Review Contract Documents and Specifications
- Prepare AutoCAD 2D and 3D submittals in collaboration with APM and Engineering departments.
- Communicate with customers and contractors to confirm schedules, site conditions, follow-up questions, RFI's
- Produce project schedules and track scheduling with Director of Project Management
- Review Project BOM and assist with the up-dating of the information
- Prepare Purchase Orders for buyouts
- Filing project paperwork as required
- Monitoring site progress and fielding requests from the field supervisor
- Prepare closeout documents

**Minimum Qualifications:**

- Master's degree theatrical or related field, or
- 3-5 years of appropriate industry experience with four-year degree in related field
- Experience in technical theatre management or construction management
- Excellent 2D and 3D AutoCAD skills
- Excellent Microsoft Office Suite skills
- Excellent communication and technical writing skills
- Valid Driver's License.