



## Job Description

**Title:** Project Manager  
**Report to:** Director of Project Management

**Group:** Project Management  
**Status:** Exempt

### **Purpose:**

Oversee all aspects of the project implementation including scheduling, coordination, and proactive communication with customers/general contractors, architects, and consultants. Project Managers work closely with Engineering department, fabrication shop, 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
  - Review Project BOM.
  - Review quotations, sales order, change orders, purchase orders and addresses any discrepancies in a timely fashion.
  - Maintain and up-date TSC Project Data Base.
  - Coordinate submittals with drafting and engineering and checks for accuracy.
  - 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 installation.
  - Insure that Project budget (Financial responsibility) is met.
    - Alert TSC Management with budget problems.
  - 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.
- Insure billing is done on a timely manner.
- Prepare closeout documents

### **Additional Responsibilities:**

- Assists other Project Managers when needed.
- Acts as a resource for other departments.
- Other duties as assigned.

*P.O. Box 680008, San Antonio, TX 78268-0008,  
800-292-7490 210-684-0091 Fax 210-684-4557*



**Knowledge, Skills, Abilities:**

- Knowledge of Theatrical equipment and/or rigging / engineering theories or practices.
- Excellent communication and technical writing skills
- Strong motivation and leadership skills
- Proficient Microsoft Office Suite skills
- 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 theatrical or related field, or
- 3-5 years of appropriate theatrical industry experience with four-year degree in another field.
- Practicable experience in technical theatre and/or construction management