

POSITION:	Project Manager
DEPARTMENT:	Project Management
REPORTS TO:	Department Manager
STATUS:	Exempt
JOB CLASSIFICATION:	38331XX
STARTING PAY:	Varies based on location and experience

GENERAL SUMMARY:

Oversee all aspects of 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.

ESSENTIAL FUNCTIONS:

1. Review contract documents and specifications.
2. Review project Bill of Materials.
3. Review quotations, sales order, change orders, purchase orders and addresses any discrepancies in a timely fashion.
4. Maintain and update TSC project database.
5. Coordinate submittals with drafting and engineering and checks for accuracy.
6. Order or assist with the ordering of all material required in a timely manner.
7. Address requests for information from consultants, engineers, electricians, salesman and end users in a timely and professional manner.
8. Complete detailed work orders and pull sheets for installation.
9. Ensure the project budget (financial responsibility) is met.
 - a. Alert TSC Management with budget problems.
10. Manage the project's progress to ensure the scheduled ship and installation date is met.
 - a. Communicate project's schedule and ensures it is agreed-upon by external personnel (consultant/customer/contractor).
 - b. Coordinate regularly with the job site superintendent to insure schedules can be met.
 - c. Contact customers and/or contractor as soon as schedule changes occur.
 - d. Update project schedules to ensure they are accurate and current.
11. Support system installation and make site visits when required.
 - a. Ensure all equipment is on site and missing equipment is expedited if necessary.
 - b. Provide support to on-site crews.
12. Ensure billing is completed in a timely manner.
13. Prepare closeout documents.
14. Assist other project managers when necessary.
15. Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of theatrical equipment
- Knowledge of rigging & engineering theories/practices
- Excellent communication and technical writing skills
- A self-starter and strong motivation skills
- Proficient in Microsoft Office suite
- Able to work well under pressure and defuse volatile situations
- Ability to travel on long- and short-term notice for job site meetings, as needed
- Able to climb ladders and scaffolding
- Not afraid of heights

EDUCATION & EXPERIENCE:

- Bachelor's degree theatrical or related field, OR
- 3-5 years of appropriate theatrical industry experience with four-year degree in another field, OR
- Practical experience in technical theatre and/or construction management

ABOUT US:

Texas Scenic Company is a full-service, employee-owned theatrical equipment company based in San Antonio, TX. Since 1936, we have designed, manufactured and installed stage, studio and theatrical equipment for the performance industry. We make and supply stage curtains, counterweight and motorized rigging, theatrical lighting fixtures, dimming and control equipment, and stock a complete line of expendables and stage hardware.

Competitive pay and generous benefits packages are just the beginning of all we have to offer. Apply today to help shape the future of the industry.