



JOB DESCRIPTION

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

GENERAL SUMMARY:

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 DUITES INCLUDE, BUT ARE NOT LIMITED TO:

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 done on 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 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