

POSITION: Assistant Project Manager

DEPARTMENT: Project Management

REPORTS TO: Senior Project Manager

STATUS: Non-Exempt

JOB CLASSIFICATION: 38331XX

STARTING PAY: \$21.00/hour

GENERAL SUMMARY:

Assist the project management team in overseeing all aspects of project implementation. Including but not limited to scheduling, coordination, and proactive communication with customers/general contractors, architects, and consultants.

ESSENTIAL FUNCTIONS:

1. Copying Project Drawings and specifications to present to Engineering/Drafting departments
2. Prepare or assist in preparing project drawing using AutoCAD
3. Assist Project Manages with the following:
 - a. Review specification and drawings
 - b. Review project bill of materials (BOM) and help with updating information for the purpose of creating change orders
 - c. Input system requirements into TSC database, Acumatica
 - d. Communicate with customers and contractors to confirm schedules, site conditions, follow-up questions
 - e. Electronic filing project paperwork as required
 - f. Prepare closeout documents, as needed
4. Complete special projects and requests in a timely manner and positive fashion.
5. Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of theatrical equipment
- 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
- 1-3 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.