



global scenic services

Associate Project Manager

Who We Are

Global Scenic services is a world-renowned provider of scenic fabrication, automation, and production services for the live entertainment industry. To learn more, please visit www.globalscenicsservices.com

Summary

We are seeking an Associate Project Manager to be based in our Bridgeport, CT location who will provide support to our team of Project Managers for all disciplines involved in the management of company automation and scenery fabrication projects.

Responsibilities

- Attend client bid sessions
- Interface with Project Manager and client on initial design specifications for bidding
- Prepare Bill of Materials and work with Project Manager to acquire Bill of Materials at best pricing
- Works with purchasing and asset management on available substitutions, and works with inventory staff to utilize all existing materials before purchasing.
- Coordinate with Project Manager to approve all technical drawings and obtain client approvals
- Works with Project Manager to ensure projects are complete and accurate before shipping;
- Assist Project manager to track and report on all projects costs against budgets; and take necessary actions to keep all projects on budget;
- Under the direction of the Project Manager, coordinate load ins, and attend load ins, as needed, to ensure smooth transition of scenery into venues;
- Able to work flexible schedules, travel and holidays;
- Positive and “get it done” approach to project management;
- Ability to work with and achieve results with a variety of personalities and skill sets;
- Demonstrated attention to detail and ability to anticipate and avoid barriers to success;

Qualifications

- Basic knowledge of theatrical/entertainment/scenery & display construction techniques.
- Basic experience in technical theatre, scenic carpentry, lighting, etc.
- Demonstrated experience with Microsoft Office
- Working knowledge of AutoCAD
- Demonstrated interpersonal and communication skills
- Familiarity with project management processes
- Undergraduate or Graduate Degree in Technical Production preferred

How to Apply

Please provide an up to date resume and cover letter explaining why you are suited to this role. Send this via email to careers@globalscenicsservices.com