



Project Manager

Reports To

The Project Manager will report to the President.

Job Overview

The Project Manager is the central figure in the daily schedule and operation of their individual projects. They are a primary communication point between the client and the Studio regarding all aspects of the project. They keep their project running in an efficient manner by providing information to the team, as well as purchasing supplies and materials specific to their project. They will control and maintain the schedule of the project which they then supply to the Production Manager for incorporation into the overall studio production schedule.

Responsibilities and Duties

- Create and maintain schedule for individual Projects.
- Maintain communication with the client during the Project to ensure flow of information.
- Communicate with the Production Manager, Craftsman, Artists, and Design Engineers to ensure flow of information throughout the production process.
- Take responsibility for all aspects of the project to increase chance of overall success
- Find and purchase supplies specific to individual Projects.
- Document projects process, status, and materials used for maintenance manual.
- Ability to travel for installations.
- Ability to work at heights, lift 50 lbs., stand for long durations, bend/squat.

Qualifications

- High School diploma required, Bachelors degree suggested
- 2 years of experience in a similar management position.
- Friendly disposition and able to maintain a calm personality in a central role.
- Self motivated to organize their own tasks and complete them without daily oversight, while also being able to organize a team.
- Willing to learn and adapt as the Studio adjusts to the size, scope, and style of the projects in undertakes.
- Knowledgeable in scheduling software, as well as traditional office software. Knowledgeable in processes used in production of custom exhibits. Willing to learn additional software, processes, and equipment.
- Willingness to jump in, learn new skills, and help as needed throughout the entire Studio.