

**Scenic Solutions** provides services for the entertainment industry and other entities needing products associated with entertainment, display, themed environments, or custom fabrication. We're well-known for attention to detail, respect for deadlines, and budget sensitivity. We're family owned, with a family-oriented culture. Our people come from diverse backgrounds with a variety of skill sets and a united goal: to be the best. We provide peerless service, equipment, and expertise to our clients worldwide.

**Scenic Solutions is an equal opportunity employer and drug free workplace.**

**DUTIES INCLUDE:** *Job Goal: To keep the shop running efficiently and on time.*

- Other duties as assigned (can constitute 25% of assignments).
- Ordering and arranging delivery of materials for projects and shop maintenance.
- Manage shipping and receiving.
- Keep the shop schedule updated.
- Scheduling and booking travel for our installation teams.
- Facilitate install itineraries for installations.
- Assist in coordinating shipping/trucking for outbound projects.
- Assist in onboarding new employees.
- Assist in preparing bids and estimates.
- Attend meetings about projects to record and organize information.
- Taking ownership of tasks that increase the effectiveness of the shop without direction including taking out the trash, neatening work areas, checking work areas for safety issues.
- Asking questions pertaining to immediate task.
- Learning new tasks and skills in an efficient manner.
- Maintain a clean and safe work environment.

**QUALIFICATIONS  
& SKILLS:**

This person has a positive, self-motivated, creative, analytical personality. Attention to detail and communication skills are a must. Hard skills in MS Word, Excel, One Note, and Zoom are necessary. While a theatre background is preferred, familiarity with keeping any production shop running and effective would bring value to the team.

This person is a vital member of a highly functioning team. Having the ability to analyze and brainstorm solutions for a myriad of problems is a daily exercise. Alternate viewpoints are encouraged, and the confidence to ask questions or voice an unpopular opinion will be nurtured.

In addition, this person

- Has excellent listening and communication skills.
- Can maintain a positive and collaborative attitude.
- Has a strong commitment to equity, diversity, and inclusion, and can perform work in a manner that is consistent with that commitment.
- Can pass and maintain drug-free workplace testing requirements.
- Can pass a criminal background check.
- Can climb ladders.
- Can lift fifty+ pounds.
- Can use assigned tools.
- Can read and interpret blueprints.
- Can thrive in a high-pressure environment that requires working under tight deadlines.
- When needed, has the ability to work long shifts and overtime hours without losing their positive and collaborative attitude.

**SUPERVISOR:** Senior Project Manager and Operations Manager

**COMPENSATION:** Paid hourly at a rate of \$20 to \$35 per hour, depending on experience. Any travel is paid at a premium rate.

**BENEFITS UPON HIRE:**

- Employee Assistance Program.
- 8 Paid Holidays: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving Day + Friday, Christmas Eve & Day.

**BENEFITS AFTER 90-DAYS:**

- Vacation Pay: accumulate 80 hours per year. The maximum amount of accrued sick time is 120 hours.
- Sick time: accumulate up to 40 hours per year. The maximum amount of accrued sick time is 80 hours.
- Access to the Company 401K Plan. Scenic Solutions matches employee contributions dollar for dollar up to 4% of the employee contribution limit.
- Life Insurance @ \$25,000.00. Premium paid by Scenic Solutions.
- Additional Life coverage is optional.
- Access to company Health coverage plan. Scenic Solutions will cover 80% of the employee premium. In addition, spouse and Family coverage is available to employees at cost.
- Access to Dental company insurance. Scenic Solutions will cover 100% of the employee premium. In addition, spouse and Family coverage is available to employees at cost.
- Access to company Vision insurance. Scenic Solutions will cover 100% of the employee premium. In addition, spouse and Family coverage is available to employees at cost.

230531