

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 coordinate and lead projects.*

While Project Managers will spend most of their time in the Project Managers' office, there will be occasions that Scenic Solutions will require their skill and leadership on the shop floor. Therefore, it should be expected that a Project Manager steps up in times of need to participate in the physical creation of our products.

There will be times with the Project Manager will also be the Project Installation Lead and will be required to travel to facilitate installation.

There is an expectation that Project Managers are problem solvers. Therefore, if a problem is seen and not addressed, the Project Manager is expected to inform the Senior Project Manager and Operations Manager verbally AND in writing of the issue and will include a solution.

- Other duties as assigned (Can be up to 25% of weekly assignments.)
- Responsible for managing multiple projects at a time.
- Participate in the bidding process.
 - Develop bids in ERP software.
 - Peer review bids
- Reviewing bid documents and asking questions from the bid team for clarity.
- Creating project schedules to adhere to the project budget and timeline.
- Creating a work breakdown structure with scale and scope within the project budget and timeline.
- Transparency in sharing all created schedules and documentation for assigned projects.
- Coordinate work assignments, including installation assignments, for Project Specialists, metal shop, carpentry shop, and paint shop with Senior Project Manager, Operations Manager, and Department Heads.
- Facilitate the development of project elements which may include, but are not limited to:
 - Drafting
 - Research
 - Proof of concept models
- Efficiently share project information with Project Specialists, Operations Managers, and Department Heads to facilitate their project assignments on budget and within schedule.
- Create and maintain project documentation for all information surrounding the project.
- Schedule and attend meetings between Scenic Solutions and the client to facilitate a smooth production process from imagination to reality.
 - Send drawings and proof of concept models for approval documentation.
 - Once a project moves into production, send progress photos weekly at a minimum.

- Facilitate peer review of information before handing it off to Operations Manager and Department Heads.
- Coordinate any materials and supply quote requests with Project Coordinator.
 - Include a deadline for delivery.
- Maintain budget reports and flag issues to the Senior Project Manager.
- Coordinate scheduling with the client for delivery of the project.
- Coordinate any onsite support the client may require.
- Travel to function as a lead on various projects as needed.
- Travel to function as an assistant on various projects as needed.
- 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:**

Project Managers are positive, self-motivated, creative, and analytical personalities. Attention to detail and communication skills are a must. Projects depend on this person to be budget conscious and sensitive to extremely tight timelines. Hard skills in MS Word, Excel, and AutoDesk Products are necessary. While a Theatrical background is preferred, Engineering and other trades bring value to the team.

Project Managers are also team leaders. They need to know the capabilities and limitations of those assigned to work on their project. A thorough understanding of how something is constructed and communicating that concept to others defines a good project manager. Ideally, project managers are to shepherd a project from bid to final delivery. This position can entail travel.

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:

Lead Project Manager

COMPENSATION:

Paid hourly at a rate of \$25 to \$40 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