



global scenic services

## 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](http://www.globalscenicsservices.com)

### Summary

We are seeking a Project Manager to be based in our Bridgeport, CT location who will provide support to clients for all disciplines involved in assigned projects. The Project Manager will ensure a smooth process between the client, purchasing, drafting, operations, and finance; and ensure that projects are completed on-time and on-budget.

### Responsibilities

- Works in conjunction with client to ensure successful show from order to completion
- Attend client bid sessions
- Interface with client on initial design specifications for bidding
- Prepare and submit project bids and work with client personnel to refine and close bid
- Prepare BOM and work with Purchasing to acquire BOM at best pricing
- Works with purchasing and asset management on available substitutions, and works with inventory staff to utilize all existing materials
- Coordinate with Drafting to approve all technical drawings and obtain client approvals
- Works with fabrication and operations to ensure projects are complete and accurate before shipping;
- Liaison between client and operations personnel;
- Track and report on all projects costs against budgets; and take necessary actions to keep all projects on budget;
- Assist in, and attend load ins, to ensure smooth transition of scenery into venues;
- Ability to work with and achieve results with a variety of personalities and skill sets;

### Qualifications

- 6+ Years in Entertainment Management Industry
- Knowledge of theatrical/entertainment scenery & display construction techniques.
- Demonstrated attention to detail and ability to anticipate and avoid barriers to success;
- Demonstrated experience with Microsoft Office, Working knowledge of AutoCAD
- Demonstrated interpersonal and communication skills
- Undergraduate or Graduate Degree in Technical Production preferred
- Able to work flexible schedules, travel and holidays

**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](mailto:careers@globalscenicsservices.com)