



global scenic services

Summer Internship – Project Management

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 a Project Manager Intern 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

- Work with Project Management on build technique determination
- Work with Project Management on building bids
- 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
- Assist Project manager to track and report on all projects costs against budgets
- Work with Project Management to implement new scheduling and task software, determine workflows, and streamline internal processes.
- 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;
- Additional administrative tasks as assigned
- Some department rotation will exist between PM, Technical Design, and Operations to give a full experience to the individual.

Qualifications

- Demonstrated experience with Microsoft Office
- Demonstrated interpersonal and communication skills
- Currently enrolled in Bachelor of Arts/Bachelor of Fine Arts program
- Working computer knowledge / skills of drawing program i.e AutoCAD and scheduling program i.e. Microsoft Project

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