



global scenic services

ASSISTANT PROJECT MANAGER – ORLANDO, FL

Global Scenic Services is a world-renowned provider of scenic fabrication, automation, and production services for the live entertainment industry based in Bridgeport, CT. Global is seeking an Assistant Project Manager in Orlando, Florida to work on a large theme park installation.

The candidate will work closely in conjunction with the onsite Project Manager to facilitate the day to day team needs for the install. At the Project Manager's direction the APM duties will include, but not limited to the following:

- Coordinate communication between Global onsite and CT team, subcontractors, and onsite stakeholders.
- Attend all coordination meetings and produce notes cataloging the minutes of the meeting as well as action items.
- Assist in the updating and coordinating of project and onsite schedules. - Assist in maintaining paperwork and record keeping for the project including but not limited to weekly reports, client required documentation, and "As-Installed" updates for manuals and drawings
- Process purchasing paperwork from the project manager and department heads to share with Global purchasing department.
- Help source and organize materials and services with local vendors and contractors.
- Coordinate with the labor company to provide necessary documentation, timesheets, and future needs.
- Ensure that all team members follow site regulations and uphold safety standards.
- Provide off-site support by running errands or conversely being an onsite point of contact when the Project Manager is not.
- Physical activities include navigating an active construction site, standing, bending, lifting, climbing, and using stairs.

Position is 40hrs a week with the possibility of overtime and occasional weekend work with advance notice. The position will fluctuate between a remote and onsite presence Rate is \$30-35 p/hr pending experience. Length of contract will run from September 2023-July 2024 with possible extension of work depending on candidate's availability. Candidate must be local or able to provide their own housing and transportation.

Candidate should have the following experiences/skillsets:

- Experience with large scale production or stage management.
- Communicate clearly and effectively to all stake holders
- Ability to think dynamically and participate in group problem solving.
- Ability to work as a positive forward moving team member.
- Ability to work independently with self-motivation and attention to detail as well as excellent organizational skills.



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- Practical experience interpreting technical drawings.
- Adept skills with Microsoft 365 Suite, Adobe Acrobat, and Google Suite.
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To apply please send your resume, letter of interest, and references to: S.M.Payson at spayson@globalscenicservices.com. Please note that all candidates will be required to sign a NDA prior to interviewing.

Global Scenic is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, veteran or disability status or any other characteristic protected by law. Global Scenic is committed to diversity, inclusion, and equality in the workplace.