



JOB DESCRIPTION

POSITION:	Assistant Project Manager
DEPARTMENT:	Project Management
REPORTS TO:	Senior Project Manager
STATUS:	Non-Exempt
JOB CLASSIFICATION:	38331XX
STARTING PAY:	\$21.00/hour

GENERAL SUMMARY:

Assist project management team oversee all aspects of the project implementation including scheduling, coordination, and proactive communication with customers/general contractors, architects, and consultants.

PRIMARY DUITES INCLUDE, BUT ARE NOT LIMITED TO:

1. Copying Project Drawings and specifications to present to Engineering/Drafting departments.
2. Prepare or assist in preparing project drawing using AutoCAD
3. Assist Project Manages with the following:
 - a. Review specification and drawings
 - b. Review project bill of materials (BOM) and help with updating information for the purpose of creating change orders
 - c. Input system requirements into TSC database, Acumatica
 - d. Communicate with customers and contractors to confirm schedules, site conditions, follow-up questions.
 - e. Electronic filing project paperwork as required
 - f. Prepare closeout documents, as needed
4. Complete special projects and requests in a timely manner and positive fashion.
5. Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of theatrical equipment
- Excellent communication and technical writing skills
- A self-starter and strong motivation skills
- Proficient Microsoft Office Suite
- Able to work well under pressure and defuse volatile situations
- Ability to travel on long- and short-term notice for job site meetings, as needed
- Able to climb ladders and scaffolding. Not afraid of heights

EDUCATION AND EXPERIENCE:

- Bachelor's degree theatrical or related field, or
- 1-3 years of appropriate theatrical industry experience with four-year degree in another field

- Practicable experience in technical theatre and/or construction management