



## 4.2 – PROJECT MANAGER Description

Located in Charleston, SC, TTS Studios is a custom, creative fabrication and installation company that specializes in Touring Theatrical Scenery, Brand Activation Design and Production, Art Installations, and Custom Furniture and Millwork. The broad spectrum of work that we perform creates an exciting workspace that welcomes people from all walks of the building arts industry. TTS Studios is a Union shop and is proud to service the artistic communities around the country as well as at home.

TTS Studios is searching for our next Project Manager. The Project Manager (PM) of TTS Studios is primarily responsible for the successful communication, quality, execution, and budget for each project. The PM is responsible for working with the President to create proposals, decide construction methods, and serve as the main point of communication with the clients once a project has been awarded. The PM is also responsible for presenting the individual projects' schedule needs to the Operations Manager so that they can be incorporated into the Composite Schedule. Per the TTS Studios Company Organization Chart, the PM reports directly to the President and works in parallel with the Operations Manager. Ultimately, the PM owns the quality of the project and communicates shop floor improvements to the Operations Manager.

Due to the responsibilities of the job, the hierarchy of the position, and the access to financial and administrative information, the position of Project Manager is exempt from the Fair Labor and Standards Act and is therefore a salaried position.

- **Position Type** – Full-Time
- **Reports to** – President, Operations Manager (OM)
- **Works Alongside** – Logistics Manager, Project Manager(s), Heads of Departments (Carpentry, Fabrication)
- **Oversees** – Assistant PM (when applicable), drafters
- **Pay** – Salary range is \$70,000 to \$90,000 (depends on experience); Healthcare and 401k after 90 days
- **Conditions:** 40 to 50 hrs/wk; will fluctuate depending on project.
- **Travel:** For bid meetings, surveys, or installs
- **Paid Time Off:** 10 days to be used at the Employee's discretion; approval required.

*Relocation stipend available as needed.*

- **Job Responsibilities:**
  - Responsible for quality control of projects leaving the shop
  - Continuously and consistently improve processes and standards
  - Develop and maintain relationships with the clients.
  - Ensure all projects leave the shop with proper labels, tools (as needed), paperwork, and hardware
  - Create project-specific schedules so the Operations Manager (OM) can incorporate them into the primary composite schedule
  - Responsible for creating and communicating the detailed scope of work for the rest of the team



### **Job Responsibilities– (Continued)**

- Responsible for setting up and maintaining project details in the project management software used by the team
  - Initial scope, unit lists with construction details, special orders, etc.
- Responsible for site surveys and/or acquisition of relevant information for venues
- Lead Project Kickoff Meetings and Postmortem Meetings
- Identify and communicate all project parameters to the team during kick off meetings
  - Schedule, engineering, space, time, etc.
- Responsible for drawing reviews prior to being released to the shop floor
- Manage and delegate parts and closeout documents for project closeouts
  - Including drawings, flame certs, instructions, etc.
- Create and maintain checklists for projects to assist the OM and department heads
- Create conceptual drawings/models for communicating with clients and for delegating to the drafting team
- Create proposals for jobs and update as needed under direction of President
- Assist OM in maintaining shop drafting, construction methods, paint, and handling standards
- Assist OM in creating and maintaining unit labels based on the drawings
- Lead project research; identify, order, and experiment with samples to improve processes
- Discuss and recommend construction methods with the team based on client's needs
- Confirm and assist with material orders per drawings prior to the beginning of construction
- Assist OM in shop and paint space allocation per project to increase efficiency of the shop floor
- Participate in part standards creation
- Assist OM in maintaining organization of drawings: before, during, and after project completion
- Attend regular Shop Meetings

### **• Requirements:**

- 5+ years of experience in event production, live entertainment production, or experiential marketing production
- High attention to detail and desire for excellence
- Ability to self-manage, manage others, delegate tasks, and work with other departments productively
- Ability to plan, organize, and execute projects with budgets ranging from \$25,000 to \$500,000
- Able to manage multiple priorities and projects at the same time
- Experience in CAD (AutoCAD or Inventor preferred)
- Proficiency in Microsoft Office Suite
- Wide base of knowledge of construction materials and techniques
- Excellent written and verbal communication skills
- Ability to make critical decisions when prioritizing tasks and goals
- Experience leading crews for load-ins and strikes



- **Preferred:**
  - Degree in Production, Engineering, or construction-related field
  - Experience in the touring Broadway markets
  - Experience in Brand Activation and/or Experiential Marketing
  - Design experience
  - Entertainment or Low Voltage electrical experience
  - Proficiency in 3d AutoCAD or Inventor modeling