

## **PROJECT MANAGER/ EVENT LEAD**

### **QUALIFICATIONS:**

- High School Diploma
- Experience with Event Production design software such as, CAD, Mac Lux Pro, Vectorworks, ETC.
- Audio, Visual, and/or theatrical lighting education/training/certification preferable
- 4 years experience in the event industry.
- Demonstrated organizational skills
- Demonstrated management skills
- Working knowledge of Audio, video, and lighting equipment
- Working knowledge of ELECTRICAL power distribution
- Must have excellent verbal communication skills
- Ability to work under stressful circumstances
- Must have excellent problem solving skills

**JOB GOAL:** To create logistical event plans and manage crews in implementing audio/visual designs for production in an efficient and safe manner.

### **PERFORMANCE RESPONSIBILITIES:**

- Plays an active role in the design process
- Creates logistical event plan
- Creates site maps/ plots
- Onsite management of crew and technical staff
- Oversees the proper implementation and use of equipment as well as disassembly
- Assists in the training of staff
- Prepares detailed equipment lists according to exact event specifications
- Manages event costs
- Identifies risks
- Other related duties as needed

**COMPENSATION:** DEO

**TYPE:** Full Time *extended hours as needed*