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Position Description

Position Title	Project Manager
Position Title of Supervisor	Senior Manager, Hire & Production
Reporting to this Position	Hire Assistant Hire Manager Hire & Production Assistant Project Manager Senior Project Manager

Position Summary

The Project Manager role manages our production events from pre-planning, quoting, design, system implementation, right through to delivery of the event on site. The successful candidate will be heavily customer-focussed, maintaining strong relationships with internal and external parties.

Essential Responsibilities and Functions:

Production

- Follow up of sales leads to secure event work.
- Client liaison from initial contact through to completion of project.
- Preparation of quotations and sub hire paperwork.
- Operation of stock control software.
- Lighting design as required.
- Preparation of event paperwork / lighting plots.
- Supervision and/or preparation of event equipment.
- Booking of casual staff.
- On site event management / operation / client liaison.
- Supervision of casual staff.
- Follow up equipment return and ensure all short returns are accounted for.
- Follow up with clients to ensure satisfaction.

Other

- Telephone answering / customer inquiries during busy periods.
- General duties as directed.
- Communicate and assist with associated companies.

Core competencies:

Collaboration	- Work productively with diverse individuals in a variety of roles.
Leadership	- Managing change - Solving problems - Display drive and purpose
Conflict Resolution	- Ability to diffuse conflict with team and clients.
Negotiation	- Strong ability to negotiate contract terms and pricing.
Resourcefulness	- Ability to tackle unforeseen challenges using existing resources.

Skills and Experience:

- Current drivers licence,
- Yellow card, White card, EWP, RI preferred but not essential
- Good Communication Skills
- Knowledge of the entertainment industry and products.
- Basic knowledge of Flex system preferred but not essential.
- Experience with VectorWorks preferred but not essential.
- Superior Lighting design experience.
- Experience with Microsoft Windows & Office applications.
- Good knowledge of OH&S procedures/ requirements.

Hours of Work:

Full Time Role
9.00am – 5.00pm Monday to Friday with some expectation of work outside these hours as required.

Lunch break of 30 minutes
After hours work and interstate travel may be required.