

Position Description

Position Title	Project Manager – VIC
Position Title of Supervisor	Production Manager
Reporting to this Position	N/A

Position Summary

The Project Manager is responsible for managing all aspects of production events, from pre-planning, quoting, and design through to on-site delivery. The role requires strong client-facing skills, with an emphasis on maintaining great relationships with both internal teams and external partners.

Essential Responsibilities and Functions:

Production Management

- Engage with potential clients to follow up on leads and secure future production work.
- Serve as the primary liaison with clients from initial contact through project completion, ensuring expectations are met.
- Prepare detailed equipment, labour and transport quotations and proposals for clients based on project requirements.
- Attend site meetings with clients and suppliers to coordinate project specifics.
- Collaborate with suppliers, including custom manufacturers and consultants, to ensure project success.
- Coordinate closely with internal departments such as manufacturing, operations, logistics, and hire teams to facilitate smooth project execution.
- Utilize FLEX stock control software to manage gear availability and ensure accurate inventory for each project.
- Provide lighting design services when required, including preparing lighting and rigging paperwork and plots.
- Oversee the prep and return of equipment to ensure all necessary components are in place where possible.
- Coordinate casual staff bookings for events in partnership with the Crewing Coordinator.
- Manage and oversee the delivery of your project on site, including supervision of casual staff and liaison with clients.
- Ensure all event equipment is returned post-event, following up on any discrepancies.
- Conduct post-event client follow-ups to gauge satisfaction and address any concerns.
- Provide support to other production team members when required, contributing to the overall success of the department.



Technical

- Direct teams of technicians during bump in/ out on-site as required.
- Oversee projects, ensuring smooth execution and troubleshooting any technical issues as they arise.

Additional Responsibilities

- Respond to customer inquiries and answer phone calls during busy periods.
- Assist the hire team with tasks during high-demand times.
- Perform general duties as assigned, contributing to the overall success of the organisation.
- Collaborate with associated companies to ensure alignment on shared projects and resources. (Lightmoves, Browns Welding)

Core competencies:



Collaboration	<ul style="list-style-type: none">- Work productively with diverse teams, including clients, internal departments, and external suppliers to ensure seamless project execution.
Leadership	<ul style="list-style-type: none">- Lead and manage teams of technicians and casual staff during on-site operations.- Take initiative in solving problems under pressure.- Display drive and purpose to meet project deadlines and exceed client expectations.
Conflict Resolution	<ul style="list-style-type: none">- Effectively manage and diffuse conflicts with clients, suppliers, and other team members in high-pressure situations.
Negotiation	<ul style="list-style-type: none">- Strong ability to negotiate contract terms and pricing.
Resourcefulness	<ul style="list-style-type: none">- Ability to tackle unforeseen challenges using existing resources.
Technical Proficiency	<ul style="list-style-type: none">- Possess a deep understanding of lighting and rigging equipment, software programs such as FLEX, MA, Vectorworks, Capture etc.
Client Relationship Management	<ul style="list-style-type: none">- Build and maintain long-term client relationships through consistent communication, problem-solving, and high-quality service delivery.

Skills and Experience:

- Current Australian drivers licence.
- Yellow card, White card, Forklift, 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 Lighting Consoles and Networks preferred
- Experience with Microsoft Windows & Office applications.
- Good knowledge of OH&S procedures/ requirements.
- Level 2 First Aid (preferred)

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.