

## Position Description

Position Title	Project Manager
Position Title of Supervisor	Senior Manager, Hire & Production
Reporting to this Position	Hire Assistant Hire Manager Production 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.
- Resourcefulness** - Ability to tackle unforeseen challenges using existing resources.
- Leadership**
  - Managing change
  - Solving problems
  - Display drive and purpose
- Negotiation** - Strong ability to negotiate contract terms and pricing.
- Conflict Resolution** - Ability to diffuse conflict with team and clients.

## Knowledge and Skill Requirements

- Knowledge of Vectorworks preferred but not essential

## Hours of Work

Full Time Role – 37.5 hr p/w

Expected working hours are 7.5 hours between 09:00-17:00 Monday to Friday with a 30 minute lunch break

## Applying

To apply for the Project Manager role please email through a current CV and cover letter to [hr@resolutionx.com.au](mailto:hr@resolutionx.com.au)