

Project Manager or Sr. Project Manager

Reports To: Director of Professional Services

Pay: \$70,000 to \$90,000/year+ benefits

Classification: Full Time Exempt

About Us:

At TechMDinc we use cutting edge technology to craft magical experiences. As an Audio/Video/Controls design and production firm working with the leading names in the themed entertainment industry, we design audio, video, and computer control systems, as well as provide professional engineering support to our clients. We are recognized as a world leader in technology applications for theme parks, museums, stadiums, and performance venues.

We are passionate about telling stories using cutting-edge technology, our curiosity fosters innovation, and our dedication to excellence earns the trust of customers, end-users, and teammates. Our amazing team of very talented and creative people is driven to deliver exceptional results, time and time again. We are looking forward to welcoming new team members who will share our commitment and our joint values of Trust, Passion, Innovation, Collaboration and Dedication to Excellence.

Position Overview:

As a Project Manager, you will report to the Director of Professional Services and be accountable for project delivery, project integration, resource allocation and tracking project budgets. Leading projects while working collaboratively with members of Design & Engineering Teams, you will provide value and your expertise in the areas of Project Delivery, Scheduling, Budgeting, Scope Management, and Client Relationships.

Focusing on our Mission and Vision and prioritizing our Values, Productivity, and Effectiveness, you will lead and inspire the project team members. You will demonstrate regular and timely communication with the members of the Management Team, especially when important obligations or deadlines are not being met.

The Project Manager is primarily an in-person position and you will have an assigned work area at our Burbank, California location. Hybrid and/or work from home options may be available after the initial orientation period, depending on the requirements of the work at hand. You may be required to travel to our jobsites, to meet with clients and vendors, for professional development, to visit our other locations, as well as to attend industry-related tradeshows and conferences. The Project Manager's regular hours are Monday through Friday from 8:30AM – 5:30PM Pacific Time. Additional times and days may be required to participate in TechMDinc professional development opportunities.

Primary Responsibilities:

- Responsible for managing the planning, execution, and closing of multiple projects within the organization
- Work closely with various teams, stakeholders, and clients to ensure that the projects are delivered on time, within budget, and to the required quality standards
- Develop and maintain project plans, timelines and budgets
- Create and curate project documentation, including project schedules, scopes of work, requirements, risk management plans, and status reports
- Review contracts and identify any areas of concern for each project
- Monitor project progress and make adjustments as necessary to ensure that the project stays on track
- Identify and manage project risks, issues, and changes; develop contingency plans where necessary
- Build strong relationships with clients, understand their needs, and manage expectations through project completion
- Assess changes to scope and work with clients to issue change orders
- Manage project team members, including assigning tasks, monitoring progress, and providing feedback
- Generate weekly project progress reports
- Continuously identify possible opportunities for process improvement

Other Responsibilities:

- Maintain professional and technical knowledge by attending educational workshops, reading professional publications, establishing networks, and participating in professional societies
- Review project-based staff PTO and location modification requests
- Work with proposal teams to develop cost estimates and project plans
- Review and validate the feasibility of project proposals and schedules
- Occasional Travel as required for attendance at industry events and conferences, and travel to clients' facilities and job sites
- Perform other responsibilities as defined by the TechMDinc Director of Professional Services or the Management Team

Please Note: The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time and as needed.

Requirements and Qualifications:

- 3+ years in a Project Manager role (within the themed entertainment industry strongly preferred)
- Bachelor's degree in Project Management, Business Administration, or related field
- Excellent project management skills, including the ability to develop and maintain project plans, timelines, and budgets
- Proven experience managing complex technical design projects from conception to completion in a fast-paced environment
- Good communication skills; spoken and written
- Proficient with MS Office, GSuite, browser-based project management systems and databases
- Basic understanding of audio, video, and control system functionality
- Ability to diagnose project workflow problems quickly and have foresight into potential issues

- Knowledge of project management methodologies, such as Agile and Waterfall
- Outstanding leadership and communication skills, both written and verbal
- Ability to multitask and manage competing priorities
- Detail-orientated with a strong focus on quality

Preferred Qualifications:

- Previous experience in the themed entertainment industry or A/V for construction
- Proficient in project management software such as Wrike and Quickbase
- Project Management Professional (PMP) Certification
- Ability to move occasionally about in the environment, including stooping or kneeling, to access AV equipment
- Ability to lift equipment weighing up to 25 pounds to a height of 3-4 feet and load them into trucks

TechMDinc is an Equal Opportunity Employer:

- TechMDinc is strongly committed to hiring a diverse staff and believe all experiences and perspectives bring value to our clients. TechMDinc does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, national origin, ethnic origin, or any other characteristic protected by state or federal law.