



EventTechnology

Project Manager
Lower Mainland, BC

Remuneration: Competitive Base Salary, Extended Health and Dental Benefits
Status: Full-time

As a Project Manager you are responsible for the onsite execution of all Lower Mainland based events. This will require you to proactively meet with clients to determine event needs, quote based on event requirements, provide hands-on delivery and execution of event, and supervise your team of professionals all at a high level of satisfaction. Our office is located in Delta (Annacis Island) but our events happen across the Lower Mainland

Duties & Responsibilities:

Selling of SW/Showtime Products & Services Within Department Parameters

- Actively Liaise w/ Clientele (Community Involvement)
- Prepare and control client and internal budgets

Plan and Maintain production schedules for live audio visual events

- Equipment Pull Sheet (Checking Availability)
- Labour Requirements
- Site Details / Floor Plans

Coordinate and Supervise Event Team

Monitor Set-Up, Operation and Dismantle of Events

Establish procedures and implement policies for onsite technicians

- Draft Labour Schedule & Requirements (including hiring)
- Supervise Event (On-Site)
- Monitor Work Hours
- Supervise Work Quality
- Schedule Pre-Production Meeting to Communicate Event Requirements
- Be Available to Crew for Questions

Check Prepped Equipment / Prep Equipment

- Check with Warehouse Supervisor to get Authorization of Additional Gear
- Ensure that all needed equipment has been packed

Qualifications:

- 3+ years of experience managing events, with preference to AV project management experience or broadcasting
- Technical understanding of AV equipment, functionality and installation processes
- University degree or diploma in communications, broadcasting or other art discipline
- Valid BC Driver's License
- Able to coordinate multiple tasks and projects
- Strong leadership and initiative
- Excellent written, verbal and interpersonal skills
- Ability to think and work under pressure
- Flexible to work periodic long and/or irregular hours, weekends and holidays

To Apply:

Please forward your cover letter and resume to jross@sw-online.com.
We thank everyone for their interest; however, only shortlisted candidates will be contacted.

