



JOB POSTING

Job Title: **Project Manager**

Hudson Scenic Studios is a leading provider of custom scenic fabrication, automation, and bespoke finishes servicing the entertainment and architectural industries. To learn more about the company, please visit our website www.hudsonscenic.com. Location: Yonkers, NY

The Project Manager represents the company to clients and vendors, and is responsible for selling, bidding, and managing projects. The Project Manager works closely with project stakeholders to achieve clients' vision within their budget and schedule. The Project Manager monitors all project financials including revenue and margin, as well as managing subcontractors and onsite installations.

Key Responsibilities

- Develop and maintain new and existing client relationships with general managers, designers, technical supervisors, architects, vendors, and other parties.
- Prepare and review competitive project bid with Estimating team based on concept design, bid sessions, and RFPs including:
 - Assessing and accounting for variable costs.
 - Consulting with Hudson's executive team to review strategy and pricing.
 - Consulting with Engineering and Production as needed on creative and technical solutions, labor, materials allocation, etc.
- Submit estimates to clients and negotiate price, schedules, payment terms, and general contract conditions in conjunction with Finance department.
- Serve as primary client contact during construction and throughout the life of the project.
- Prepare job orders for awarded bids. Review and approve purchase orders.
- Organize and run project meetings to establish scope of work, milestones, and delivery dates, while facilitating clear and consistent communication between team members.
- Provide leadership and oversight to ensure work conforms to client's design requirements and contract specifications.
- Collaborate with Production Managers to review and monitor schedule to keep project on track technically, financially, and artistically.
- Provide up-to-date project information to internal team to identify potential challenges and collaboratively develop solutions throughout the duration of each project.

Qualifications

- BS/BA degree in Theater, Architecture, Engineering, Construction, or related field.
- At least 5 years of industry experience in custom fabrication, with an emphasis on art, architecture, or theater.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Bluebeam, Inventor and AutoCAD.
- Strong writing and financial skills; ability to perform costing/estimating projections.
- Excellent negotiating skills and ability to understand contract terms and schedules.
- Ability to make critical trade-offs when prioritizing short-term and long-term objectives.
- Outstanding relationship skills; team-oriented with highly collaborative work style.

Hudson Scenic offers an excellent benefit package and is an equal opportunity employer.
Pay range: \$90,000 – \$105,000

Please apply by sending cover letter & resume (with references) to: hr-payroll@hudsonscenic.com