



Hudson Scenic Studios
130 Fernbrook Street
Yonkers, New York 10705
www.hudsonscenic.com

JOB POSTING

Job Title: **Associate Project Manager**

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

Associate Project Manager is responsible for small scale projects and providing support to the Project Management team. This position is aimed toward career growth within the department and company.

Key Responsibilities

- Support Project Managers in:
 - reviewing drawings to establish scope of work, milestones, and delivery dates.
 - monitoring drafting and fabrication to ensure work conforms to client's design requirements and contract specifications.
 - monitoring project costs (material and labor) with emphasis on achieving bid job margins.
 - collaborating with Production Managers to keep projects on schedule and on track technically, financially, and artistically.
 - providing up-to-date project information to internal team.
- Project manage small scale projects serving as primary client contact throughout its lifecycle from technical design and drafting to fabrication and delivery.
- Support Estimating team in preparing estimates including materials, labor, equipment, sub-contracts, transportation and installation costs in consultation with Production, Engineering and Finance.
- Prepare job orders for awarded bids. Review and approve purchase orders.
- Prepare internal documents detailing the scope and nature of awarded work, including budgets and schedules.
- Travel to job sites and client meetings as required.
- Facilitate clear and consistent communication with an emphasis on "teamwork" throughout duration of all projects.
- Others duties as directed by Management.

Qualifications

- BS/BA degree in Theater, Architecture, Engineering, Construction, or related field.
- At least 2 years of industry experience in custom fabrication, with an emphasis on art, architecture, or theater.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Bluebeam, and AutoCAD.
- Strong writing and financial skills; ability to perform costing/estimating projections.
- Ability to understand contract terms and schedules.
- Team-oriented with highly collaborative work style.

Hudson Scenic offers an excellent benefit package and is an equal opportunity employer.
Pay range: \$72,000 – \$85,000

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