



Hudson Scenic Studios  
130 Fernbrook Street  
Yonkers, NY 10705  
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hudsonscenic.com

## Job Title: **Project Coordinator**

Hudson Scenic is a leading provider of custom scenic fabrication, automation, and painted scenery, servicing the live entertainment industry. To learn more about the company, please visit our website, [www.hudsonscenic.com](http://www.hudsonscenic.com). Location: Yonkers, NY.

Hudson Scenic is seeking a Project Coordinator to support an upcoming project. This role will work closely with the Project Manager and Production Manager, ensuring seamless communication between Hudson management, the shop floor, and the client while keeping the project on track. This is a temporary project hire opportunity, starting immediately with a six-month term and the possibility of extending.

### **About the Role:**

The Project Coordinator will play a critical role in supporting the project's success, handling day-to-day client reporting, pricing updates, approvals, and schedule coordination. The Project Coordinator is the organizational glue that keeps things running smoothly between the client, Hudson's management, and the shop floor.

### **Key Responsibilities:**

#### **Client Communication & Reporting**

- Provide regular project updates to stakeholders, ensuring transparency on progress and deliverables.
- Participate in client visits, capturing feedback, notes, and direction to relay to the shop floor.
- Serve as a second point of contact for client, providing status updates and tracking approvals.

#### **Project Tracking & Monitoring**

- Work with the Project Manager and Production Manager to track deliverables, deadlines, and schedules, ensuring work stays on track.
- Identify and flag potential challenges early, helping to develop solutions in collaboration with the team.

#### **Subcontractor Management**

- Oversee outside subcontractors, ensuring they remain on budget and schedule.
- Maintain clear communication between subcontractors and internal teams.

#### **Logistics & Documentation**

- Ensure that all project documentation, including Factory Acceptance (FAT), Site Acceptance (SAT) & installation documents, is accurate, up-to-date, and properly maintained.
- Assist in preparing and organizing internal project documentation.

**Additional Responsibilities**

- Support the team in researching pricing
- Help coordinate and track client approvals for designs/shop drawings, materials, and schedule changes.
- Help to facilitate communication between Project Management, Production, and Client Teams

**Qualifications:**

- 3+ years of experience in project management, production management, or a related field (theater, architecture, engineering, exhibit fabrication, or construction preferred).
- Strong organizational and communication skills, with the ability to track multiple moving parts.
- Experience with client-facing project coordination, including status reporting and approvals tracking.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); experience with AutoCAD and scheduling software is a plus.
- Understanding of scenic fabrication estimating, scheduling, and contract terms.
- Team-oriented with a collaborative, problem-solving mindset.

This is a temporary, full-time position with the potential for future opportunities.

Hudson Scenic offers an excellent benefits package and is an equal-opportunity employer.

Pay range: \$1,500-2,000 / week

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