

Exhibit Project Manager

The Project Manager will be responsible for managing exhibit projects from inception through delivery and installation. This position will interface and coordinate with customers, vendors, sales, engineering, manufacturing and installers. The project manager primary responsibilities include:

- Manage and coordinate all aspects of exhibit projects while achieving operational and financial targets
- Coordinate kick-off meetings with the sales, estimating, and engineering departments at the start of every project.
- Coordinate and manage all phases of the project including project scope, schedule management, detailing, procurement, production, delivery and installation.
- Log and monitor all Change Order requests.
- Develop and manage critical project timelines. Obtain customer approval for timelines and monitor the process through completion.
- Review and approve all construction drawings.
- Perform proper material takeoff and field measurements as needed.
- Ensure quality control of work both in manufacturing and job site.

Qualifications:

- Minimum of 3 years project management experience in exhibits, construction, or similar industry.
- Have knowledge of project management principals, practices, techniques, and tools.
- Ability to read and comprehend architectural blueprints and plans.
- Ability to communicate (both verbal and written) effectively both inside and outside the organization.
- Ability to plan, organize, and manage multiple, diverse, interrelated projects.
- Strong time management skills and be comfortable with a deadline driven schedule.
- Detail oriented individual with pride in workmanship.

Experience

- Project Management: 3 years (Preferred)

Benefits:

- Health insurance
- Dental insurance
- Retirement plan