



Hudson Scenic Studio
130 Fernbrook Street
Yonkers, New York 10705
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JOB POSTING

Job Title: **Assistant Project Manager**

Hudson Scenic Studio is a premier 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. Location: Yonkers, NY

The Assistant Project Manager is responsible for providing support to the Project Management team.

Key Responsibilities

- Assist Project Managers (PMs) in reviewing potential projects including identifying construction challenges and potential areas of concern; Provide written and oral summaries to PMs.
- Assist PMs in preparing bids including:
 - Detailing materials and methods for construction for pricing.
 - Researching vendors and analyzing historical data to prepare time, material, and labor cost estimates.
 - Consulting with other Hudson departments including Engineering, Scenic Artists, Automation, Set Electrics, Production Management, etc.
- Assist in kicking off awarded bids and monitoring delivery schedule and milestones.
- Track bid-to-actual costs and assess cost effectiveness of projects.
- Maintain project records including entering data into Business Management System.
- Assist in scheduling and hosting shop visits with designers, technical supervisors, production carpenters, etc.
- Assist in providing consistent communication with timely responses to clients, vendors, and other Hudson departments.
- Travel to job sites, client meetings, bid sessions, and/or vendor shops.

Qualifications

- Bachelor's Degree and minimum 2 years experience as an estimator preferably in theatre/live entertainment industry.
- Thorough knowledge of estimating techniques, cost control and material pricing.
- Advanced knowledge of construction means and methods.
- Outstanding mathematical and computational skills.
- Excellent attention to detail including the ability to analyze, compare, and interpret data with accuracy.
- Ability to read technical drawings.
- Strong proficiency with Microsoft Office Suite including Excel and Word; Experience with Auto CAD and drafting programs a plus.
- Ability to communicate effectively in writing and orally.
- Team oriented and a highly collaborative work style.

We offer a competitive salary and excellent benefit package. Hudson Scenic Studio is an equal opportunity employer.

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