



## Project Manager

Des Plaines, IL

The Project Manager will be a key player in Protolight's project pipeline, ensuring efficient project execution and system commissioning. This person is responsible for assisting Project Leads and the System Engineer in planning and executing installation and integration projects, after the project has been confirmed.

A successful Project Manager will smoothly coordinate site access, labor, scheduling, materials/products, tools, and client needs, across several projects, often with competing requirements and overlapping project schedules. This person will create daily work plans for each project site, communicating roadblocks and issues to the Project Lead in a timely manner, to ensure continued progress.

### **WHAT YOU'LL DO:**

#### Project Planning

- Prepare a comprehensive project plan in conjunction with Project Lead and Systems Engineer
- Schedule on-site time for projects in coordination with construction/production schedule, Protolight team, the job site, and available labor
- Manage Protolight shop expectations for any pre-build, addressing, programming or other prep that needs to happen
- Coordinate tools, PPE, and other equipment needed for each job site
- Working with the Protolight office/shop, organize deliveries of goods for each project

#### Project Execution

- Ensure ongoing project progress while executing against project plan
- Provide daily status updates to Project Lead/Systems Engineer (and Office/Shop as needed)
- Give guidance to Protolight workers and coordinate with other trades (electricians, etc.) on site
- Receive needs, changes, and issues that arise with customer and other trades and promptly communicate these to Project Lead

#### Project Completion

- Schedule and execute training and programming if needed
- Update paperwork and drawings to as-builts with notes for future service
- Update any additional digital files in project database so they're ready for submittal and available for future use

#### Client Meetings/Service Calls/Site Surveys

- Participate in troubleshooting systems as problems arise
- Complete basic service calls, repairs on systems that we have not installed, and other client-related errands (delivering products, picking up damaged equipment, etc.)

#### Other

- Work with Business Manager to create and maintain a database of skilled/unskilled laborers including skillsets and contact information to facilitate streamlined scheduling
- Complete required training courses as needed



- Participate in Protolight's marketing including attend/assist with demos, assist with planning and/or representing us at our trade show booths, attend industry trade shows/conferences, assist with social media and email marketing

**WHAT WE LOOK FOR:**

- Basics: Bachelor's degree and prior work experience required
- Industry Knowledge: Theatrical lighting, sound, audio/visual, and/or design-build or construction process experience a plus
- Meticulous Coordinator: Very organized, focused, and attentive to detail – able to coordinate multiple schedules across a number of projects and clients at once
- Composed: Calm demeanor and a problem solver who can think quickly on their feet
- Customer Service Mindset: Personable with strong communication skills, interfacing effectively with clients, contractors and coworkers
- Keep Up with the Team: Able to work in a fast-paced environment, staying on top of changing demands
- Mesh with the Team: Team-player who can brainstorm with us, pitch in on others' projects, isn't afraid to ask questions, can own their mistakes, and seeks out help when needed
- Responsible: Reliable and punctual
- Logistics: Must have a personal vehicle, valid driver's license and be comfortable driving around the city and suburbs

**WHAT WE OFFER:**

- Opportunity to work on cutting edge projects with a variety of client types
- Competitive pay with bonus potential
- Newly renovated office and shop space
- On-the-job training from highly experienced industry pros
- Top-shelf health insurance choices, 401k retirement plan, paid holidays, and vacation time