

Project Manager

Founded in 1989 as a 7500 square foot scene shop, Mystic Scenic Studios has expanded over the last 30 years into a full-service fabrication company specializing in broadcast environments, museum exhibits, high end custom millwork, and restaurant interiors. We now have over 100 employees and occupy over 100,000 square feet of production space in Norwood, Massachusetts. Our diverse client and project base frequently requires us to find creative solutions to a variety of design challenges.

We are looking for experienced Project Managers for both our Scenery and Millwork departments. Project Managers at Mystic ensure a smooth process between the client, purchasing, drafting, operations, and finance. This person will also ensure that projects are completed on-time, on-budget, and to the high-quality standards that Mystic is known for.

Duties:

- Works with client to ensure a successful project from order to completion, maintaining excellent relationships and ensuring profitability
- Interface with client on initial design specifications for bidding
- Perform site surveys and create accurate drawings from those surveys
- Track and report on all project costs and take necessary action to keep projects on budget
- Coordinate with the Drafting Department to approve all technical drawings and obtain client approvals
- Work with Operations and fabrication departments to ensure projects are completed within the agreed upon scope
- Maintain quality control throughout the duration of the project
- Track and report on all project costs, and take necessary action to keep projects on budget
- Coordinate and attend installs as needed to ensure smooth transition from shop to site

Requirements:

- Ability to work a flexible schedule when necessary, including possible travel and holiday work
- Ability to work with and achieve results with a variety of personalities and skill sets
- Demonstrated attention to detail and ability to anticipate and avoid barriers to success
- Ability to plan, organize, and execute with a budget range of \$5000 - \$1M+
- Execute projects based on shifting deadlines and change orders
- Highly organized and structured while also maintaining flexibility
- Able to manage numerous competing priorities simultaneously
- Schedule driven with excellent accountability

Minimum Qualifications:

- Demonstrated CAD drafting experience (AutoCAD, Creo, Fusion, SketchUp, or Vectorworks)
- Demonstrated experience with Microsoft Office
- Demonstrated interpersonal and communication skills
- Minimum five years of relevant experience

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position may be active and require standing, walking, bending, kneeling, stooping, crouching, crawling and climbing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is frequently exposed to loud noises, fumes or airborne particles, moving mechanical parts, and vibration.

Benefits include health insurance, 401K, paid vacation days, available dental, life and disability insurances.

To apply, please send a cover letter and resume to careers@mysticscenic.com.

Mystic Scenic Studios abides by requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a) prohibiting discrimination against qualified individuals based on status as protected veterans or individuals with disabilities, and against all individuals based on race, color, religion, sex, sexual orientation, gender expression or national origin, and requiring affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. It is the policy of Mystic Scenic Studios to provide reasonable accommodation for qualified applicants and employees.

Job Type: Full-Time

Pay: Salary, \$55,000-\$95,000 per year DOE

NO CALLS, PLEASE