

## Project Manager – AV Corporate Live Events

**Video West, Inc. is a full-service Audio-Visual Rental and Staging Company headquartered in Phoenix, Arizona. We are looking for an experienced Project Manager to join our Team in Phoenix.**

**Our Mission Statement: Fulfill the client vision and elevate the audience experience by providing communication solutions through audio, video, lighting and staging for the global live events community. We execute flawless events with passionate people; there is no next time.**

**Our Core Values: Creative Collaboration, Dedicated Drive, Empowered Engagement**

### Position Overview:

Manage event crews, operational elements, and client expectations while on show site. Ensure successful and profitable execution of projects from concept to completion. Assist the Sales Team in determining event technical requirements, communicate with all involved parties to collect and disseminate information required for event execution. Analyze equipment and labor requirements, coordinate the fulfillment of these requirements, and communicate the execution plan. Active involvement in project-based leadership role from signed sales proposal to final invoicing. Events will be located in Arizona and across the United States. Travel to show site is required.

### Key Job Responsibilities: Event and Labor Management

Schedule and supervise on-site crew including full-time, part-time employees, and freelancers. Negotiate rates for outside labor. Prepare and implement technical production schedules as necessary to coordinate all crew, vendors and deliveries. Supervise and coordinate any required purchase orders, travel requirements, or per diem requests for assigned crew members. Communicate project scope, execution plan, and individual responsibilities with crew and manage plan requirements. Designate crew leads and review all necessary information to ensure successful event for the client and Video West. Operate equipment as necessary. Utilize and mentor regional Video West technicians on event execution and best practices to help improve the local knowledge base and overall level of experience in the market.

### Event Planning

Generate schedules and drawings, contact venue to coordinate project including load in/out procedures, power requirements, loading dock permissions, and other event requirements. Maintain focus on client needs by attending client meetings, creating and maintaining organized show files, and responding to client concerns, questions, and problems. Assist the Sales Team with determining equipment needs and technical solutions for assigned projects. Supervise the creation of technical, accurate CAD documents and rendering. Review all sales documentation to confirm equipment and technical positions meet client needs, while ensuring profit forecasts are attainable.

### Required Skills

- 5 years tech experience in the Corporate Staging or Broadcast industry, including 1 year in a supervisory role
- Strong organizational skills and ability to multitask across multiple ongoing projects
- Excellent time management and planning skills
- Ability to work under pressure in live events environments
- Strong written and verbal communication skills
- Strong technical background
- Strong Client Relationship Management skills
- MS Office experience preferred
- CAD knowledge/experience preferred
- HS Diploma required

### Job Location

Phoenix, United States

### Position Type

- Full-Time/Regular, Travel is required
- Covid-19 vaccination required

Please apply with HR. Contact [vwhr@videowestinc.com](mailto:vwhr@videowestinc.com).