

## **satis&fy Production Manager Job Description**

satis&fy is one of the leading international full-service production companies, specializing in planning and delivering technical support for professional events and trade shows. We have served clients in diverse industries in Europe, the United States and other countries around the world for more than 25 years. Besides the traditional services such as Lighting, Audio, Video, Rigging, Staging and Logistics, our portfolio also includes Exhibit Construction, Furniture, Event Design, Graphics, Display and Inventory too.

### **Details:**

Position Location: PDX and NYC  
Classification: exempt  
Full or Part: Full time  
Travel: up to 50%; as needed by project demands  
Relocation: Relocation is not offered for this position

This role's main focus will be to partner closely with Client Services and Strategic Partnerships to ensure projects are successfully executed on time, within the budget and to the client's expectations. This person should be comfortable engaging with people of all different backgrounds. This role requires resourcefulness, self-motivation, organization and the ability to remain calm under stress. This person must also be able to work in front of a computer for long periods of time and travel to projects on site locally and nationally.

### **Role Responsibilities:**

- Ability to lead the planning, organizing, and executing of events and marketing builds with a budget range of \$5000 - \$1M USD as related to scenic or fabricated items
- Creates budgets based on client's needs and submits competitive proposals
- Negotiate with suppliers to maintain excellent profitability
- Execute projects based on shifting deadlines and requirements that adhere to established budget
- Accountable for managing the delivery of all scenic related items 2D and 3D, on time and within client expectations
- Responsible for managing site surveys and accurate drawings as necessary
- Supervise and lead the installation crew on site
- Develop and maintain industry connections
- Highly organized and structured while also maintaining flexibility
- Responsible for quality control of project related items in the shop
- Able to execute numerous competing priorities simultaneously
- Schedule-driven with excellent accountability
- Develop and maintain professional network of sub-contractors and vendors
- Work closely with other departments to create flawless and unique customer experiences

**Position Requirements:**

- Ideal candidate has in depth experience in scenic or retail display project management
- Experience with in-house fabrication strategy and execution
- Work flexible hours including what can be extremely long working days during event execution and odd hours at client request
- Thrives in a high-pressure environment
- Confident working with external vendors, partners and labor resources
- Detail oriented, resilient, eager to learn and has willingness to improve
- Understands the construction process, various materials and how to use them
- Understands digital fabrication methods
- Enthusiasm for working in a multi-cultural team with diverse heritage, processes and people

**Your Qualifications:**

- Experience in Scenic Project Management or equivalent for at least 3 years
- Strong working knowledge of design elements and costs
- Excellent skill and experience in requesting cost and time estimates from vendors
- Has a network of local / national vendors and industry connections
- Excellent CAD drawing skills (Solidworks, Sketchup, Vectorworks, Rhinoceros or other 3D programs)
- Experience working in Fortune 500 Experiential Marketing preferred
- Advanced knowledge of Adobe Creative Suite program
- Excellent Microsoft Office Skills
- Ability to learn and become an expert in proprietary software (past PM software use is a plus)

*Please keep in mind that this job description is not intended to be a complete list of all duties and responsibilities associated with the position; tasks may change as deemed necessary. This job description does not constitute an employment agreement between the employer and the employee.*

**Benefits:** We offer medical, dental, vision and other voluntary coverages; 401K plan, gym reimbursement and generous PTO + holiday package

SATIS&FY LLC is an equal employment opportunity employer and does not discriminate on the basis of gender, gender identification, age, race, color, religion, national origin, sexual orientation, genetic information, mental or physical disability, marital status, uniformed services status, or any other state or federally protected classifications.

**If you would like to apply to this position, please email your application to [nischitashrestha@satis-fy.com](mailto:nischitashrestha@satis-fy.com).**