

VISIONAL

# Project Manager, Live Events

## OBJECTIVE

Successful management of project activities on time and in budget.

## WHAT WE ARE LOOKING FOR

An exceptionally organized and even-tempered project management professional, with a particular skill in maintaining an even-temper and quick analytic thinking during fast-paced live events and production environments. Capable of balancing budgets, schedules, deliverables, and labor simultaneously across multiple projects, the Project Manager is in control of all aspects of the project at all times, and clearly communicates needs and requirements to the field team, technical team, and leadership to ensure client success. The ideal candidate has diverse experience in live events and a unique ability to multitask in a fast-paced office and production environment.

Especially attentive to the project process, the Project Manager is well-rounded in all aspects of the timeline, including vendor partnerships, labor sourcing and scheduling, budget administration, and a keen attention to overseeing schedule and timeline, establishing a world-class customer experience with the Visional brand.

## MORE ABOUT VISIONAL

Founded in 2014 by Kyle Means and James Steurnagel, Visional is a production technology agency specializing in production, virtual, experiential, creative, and environmental solutions. Our goal is to develop ideas into cutting-edge visuals that you and your guests will love.

We help clients all over the world create unique visual experiences by combining cutting-edge video and lighting technology with years of expertise in visual engineering. We're friendly, energetic and driven to help our partners develop and execute incredible experiences for their clients. We thrive on building relationships and helping organizations deliver their message through creativity, technology, and collaboration.

Be nice. Do good work. That's our motto. Visional gives you the industry-leading tools and the expert team you need to make your vision a reality. Corporate events, rock shows, interactive installations or brand activations — we're here to help every step of the way, from pre-production to load-out.

Visional is headquartered in Atlanta, Georgia with offices in and Denver, Colorado and Orlando, Florida. Further information is available at [www.visional.pro](http://www.visional.pro).

## MORE ABOUT YOU

- Strong phone and video presence with experience managing dozens of phone and video conferences per day
- Excellent written and verbal communications skills
- Proficiency with corporate productivity, presentation, and project management tools
- Experience collaborating with a multidisciplinary team remotely and cooperatively
- Ability to manage priorities, respecting timelines, and critical deadlines
- Ability to manage multiple projects in parallel
- The ability to work under pressure and adapt to changes
- Ability to think critically and be proactive at solving issues
- Excellent communicator to leadership
- Follow-up and follow through on each portion of the project is essential

- Excellent phone and email etiquette
- Comfortable working in the company office, working from home, and in the field
- Excellent technical analytical skills; A high standard of personal integrity & professionalism
- General knowledge of production industry
- Receive feedback productively
- Valid Passport, Driver License, and ability to travel (50%)
- Ability to pass criminal background check
- Project Management Professional Certification (PMP) is preferred

## YOUR DAY TO DAY

- Work with a talented team of front- and back-end engineers to build and maintain deliverables
- Organize work and focus the team on what needs to be accomplished
- Prioritize in a time-crunched, fast-paced environment
- Serve as the key liaison between leadership, engineers, and the client-facing team
- Plan, direct and coordinate projects to ensure on-time completions within budget
- Evaluate drawings and specifications to determine requirements necessary for project success
- Inspect work in progress to ensure conformity to specifications and schedules
- Project positive attitude while establishing effective professional relationships
- Forecast deficiencies and unrealistic expectations while identifying solutions
- Create and maintain fluid and effective project schedules
- Communicate and work closely with project team both internally and client-side
- Assist and work with engineering, purchasing, and production teams
- Proactively handle project issues and/or risks
- Manage budgets, manpower, expenses and costs to complete
- Issue and negotiate RFI's and Change Orders
- Team player mentality with a strong sense of purpose within the organization

## OUR OFFER TO YOU

- Base Salary
- Medical Insurance Plan
- Dental Insurance Plan
- Vision Insurance Plan
- Skills development activities and opportunities for career advancement
- Professional Development Reimbursement Program
- Personal Enrichment Program
- Work environment conducive to personal health and well-being

Those interested should send an e-mail with CV and letter of interest to [careers@visional.pro](mailto:careers@visional.pro).

Requisition # 21-010

- Availability Full Time
- Location Atlanta, Georgia,  
USA