



## **Project Manager**

### **Theatrical & Film/TV Lighting Industry**

DTC Lighting & Grip has been in business since 1986 in the movie, film, and tv industries. It's a small company, located in Emeryville, CA with 8 full-time employees, plus the two original owners.

We have rentals, sales, repairs and installation departments and we have an opening in our installation department.

Our rental department and shop help customers looking to rent trucks, lighting & grip equipment for their commercials, photography, film & movie shoots. We're proud to have supplied equipment to major movies & television shows.

Our sales department is a small retail store where we sell lighting fixtures, cables, grip equipment, and expendable items.

Our install department custom designs and installs studio and theatrical spaces with lighting, rigging, drapery and green screens.

For more information on us, please visit [dtcgrip.com](http://dtcgrip.com).

Our installation department needs a Project Manager. This is a full-time position with benefits, primarily Mon-Fri 8:30am-5pm, but occasionally evening and weekend work as the project demands.

#### **About the position:**

Part one of this job is at our office in Emeryville pre-planning the logistics of an installation, drafting CADS, obtaining permits (as needed), making sure all parts have been ordered from our vendors in a timely manner, and booking the staff. Part two is on-site at various locations around the Bay Area, usually schools, churches, studios or museums, implementing the project, running the crew, communicating any changes with the sales manager and clients, and ensuring a successful installation of the project.

Our ideal candidate has knowledge of theatrical rigging, lighting network protocols, lighting console programming and is up to speed on current fixtures in the market and can draft in Vectorworks.

## **Qualifications & Requirements:**

- Manage and oversee all aspects of assigned projects, ensuring they are completed on time, within budget, and meet quality standards.
- Ability to effectively prioritize tasks and manage multiple projects simultaneously.
- Proven experience in project management
- Excellent organizational and time management skills.
- Working with local IATSE unions to find and book labor and manage the staff on site.
- Knowledge and experience with theatrical rigging is required. We rig a lot of pipe grids, battens, and trusses.
- Knowledge of theatrical and film lighting fixtures.
- Experience with lighting network protocols, SACN & DMX, basic networking and troubleshooting skills.
- Knowledge of power, relay panels, dimmer panels and electrical safety.
- Willing to obtain manufacturer certifications and training to install and troubleshoot their systems.
- Ability to effectively prioritize tasks and manage multiple projects simultaneously.
- Strong problem-solving and decision-making abilities.
- Excellent communication and interpersonal skills.
- High attention to detail and planning skills is a must.
- Customer service skills for our clients, vendors and on-site contractors.
- Leadership skills to effectively communicate with crew and manage them onsite.
- Must be able to work independently.
- Comfortable working with scissor lifts, man lifts, scaffolding, ladders and working at heights.
- Basic math skills.
- Ability to lift up to 50lbs.

**Note: This job description is not intended to be all-inclusive. The employee may be required to perform other related duties as assigned.**

If you are a highly motivated individual with a passion for managing projects and driving successful outcomes, we encourage you to apply for the position of Project Manager. We offer competitive compensation packages.

To apply for this position, please submit your resume along with a cover letter highlighting your relevant experience and qualifications to [jobs@dtcgrip.com](mailto:jobs@dtcgrip.com). Applications without a cover letter will be immediately rejected.

## **Compensation**

- Job Type: Full-Time
- Pay: \$40/hr - \$45/hr, DOE
- Benefits include Health, Dental, Life Insurance (after 2 months), a 401(k) with Employer Matching (after 6 months) and paid sick & vacation time.