

Nautilus Entertainment Design (NED) is seeking a Project Manager to work in our San Diego, CA office. We design technical systems for entertainment venues worldwide, with a specialty in the cruise ship industry and themed entertainment.

POSITION SUMMARY

An NED Project Manager must go beyond simply following the progress and communications of a project. He or She must have the ability to read and produce detailed system concept packages (drawings and supporting paperwork) and have a grasp of the various designs of A/V systems, lighting systems and theatrical rigging and effects contained within the project design packages.

POSITION SKILL-SET

- Minimum 5 years experience in themed entertainment or related field
- Cruise ship industry experience a plus
- Excellent communication, organizational, and interpersonal skills are required
- Multi-task while maintaining attention to detail
- Solid AutoCAD skills
- Awareness of Architectural/Production Designer's concerns
- Awareness of building/electrical codes
- Experience and familiarization of the construction process and materials knowledge
- Excellent skills in written and spoken communications, including emails and published reports
- Team player (building team and design team and owner's team)
- Develop relationships with the clients and serve as primary client contact
- Problem solving ability
- Self-starter
- Willingness to travel

POSITION RESPONSIBILITIES

- Communicate through standard channels.
 - RFI/RFQ responses
 - Job site meetings
 - Fax / Email written response
- Establish and maintain logs, files and records both in house and with client.
- Report project development and construction.
 - Photographic and written records
 - Field reports
- Uphold design intent.
 - Interpretation of contract documents
 - Interpretation of conceptual renderings and information.
 - Submittal review and follow through
- Further develop design as required by client or by project circumstances in cooperation with original design team.
- Understand, apply, and maintain NED documents to project standards.
 - Record drawings and specifications
 - Contractual changes
 - Drawing/Layer/Block standards
- Define and negotiate services and change orders.
- Monitor in-house time management and time commitments within proposals.
- Interface with accounting.
- Project closeout.
 - Punch List (inspection)
 - Commissioning
 - Delivery summary/documents to client (backup software/data)
- Develop articles for publication.

- Develop, maintain, and communicate schedule, budget, and work flow for the project.

If you believe you have the qualifications as outlined above, please contact Latisha Jones at ljones@n-e-d.com with your resume.