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***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.***

**Responsibilities:**

This Project Manager (PM) will manage Audio Visual needs for business throughout the US. The PM will assist Sales with the technical support required for a Proposal. The PM will manage client contact and continue to interface with Sales to maintain fiscal responsibility for job P & L. The PM must be able to provide CAD services, create floor plans, drawings and renderings. The PM is responsible for R2 order entry, inventory tracking and sub-rentals as needed. The PM is responsible for on-site supervision of Load in, Set, Rehearsal, Run of Show, Strike and Load out process of the event, in addition to meeting the client's needs on site and managing change orders. Must also have solid experience with Virtual Events.

**Skills:**

- Excellent customer service skills
- Ability prioritize duties for effective and successful performance
- Ability to work under pressure
- Ability to produce CAD drawings and renderings
- Availability to work extended hours, holidays and weekends dependent upon business demands
- Availability to travel for extended periods
- Demonstrate positive and professional behavior towards clients and colleagues at all times
- Ability to work independently, as well as be part of a team
- Punctual, reliable and dedicated

Job Type: Full-time

Experience:

- Minimum 5 Years in Audio Visual Live Events Industry
- Strong technical background

Contact:

- Please email [vwhr@videowestinc.com](mailto:vwhr@videowestinc.com) with your resume and cover letter.

