

# ***PROJECT MANAGER-SITE DESIGN***



## ***JOB OVERVIEW:***

AREA15's Project Manager is critical to the execution of themed elements from concept to implementation within the world's coolest location-based entertainment complex. Well-organized and flexible, they have the ability to work with all levels of management, vendors, and clients. They have particular expertise with respect to the creative process, and understand how to integrate creative intent with real-world execution. The Project Manager plays a pivotal role in keeping projects moving and ensuring both internal and external constituents maintain their deliverable commitments. They engage with team leaders to gather information and understand the overall direction of projects, along with creative requests.

The Project Manager is a strategic problem-solver, working with the multiple departments to provide logical and executable solutions to produce deliverables on time utilizing the forecasted budget. The Project Manager will participate in all areas of a project, including but not limited to business requirement gathering, documentation, process flow definition, construction, installation, and technology integration.

## ***RESPONSIBILITIES AND DUTIES:***

- Act as primary conduit in the coordination of incoming projects crossing multiple workstreams and teams within multiple departments.
- Manage multiple projects simultaneously by prioritizing with department leadership the breakdown of complex tasks into manageable sub-projects.
- Coordinate project schedules, establishing critical path tasks to guarantee schedule compliance and ensuring the proper man loading requirements of contractors are communicated through meeting updates as needed.
- Communicate clearly and concisely the internal plans/methodology for due requests as needed.(Emails, Teams, Workday, Monday etc.)
- Oversee issuance of field directives, collection of change order requests, conversion to change orders and management approval to support accurate project deadlines and closeout.
- Work closely with various department leadership to accomplish goals by evaluating recommending, and implementing opportunities to improve internal tools and processes.
- Manage project budgets and provide project spending updates to respective Stakeholders.
- Administer and analyze creative briefs including scope of work, unit costing items, bid alternates and operational constraints required for contract preparation.
- Ensure technical feasibility of the project, resource availability and allocation.

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## ***CONT. RESPONSIBILITIES AND DUTIES:***

- Maintain campaign matrixes, art files and other project layouts by cataloging and archiving them to respective databases.
- Produce timely and accurate project reports, presentation decks, and debriefs for internal reference.
- Drive efficiency by forecasting, monitoring utilization, and identifying opportunities to move projects to lower cost resources.
- Perform other related duties as assigned.

## ***QUALIFICATIONS***

- Excellent, proven organizational skills, including strong attention to detail and managing multiple projects simultaneously
- 5+ years experience in project management working with creative agency or studio
- Experience in Interactive, Digital, and Physical media a plus
- Experience in architecture, construction and design for, brick and mortar location-based entertainment/retail/amusement a big plus
- Experience in managing budgets, schedules, contracts, bidding and negotiation critical
- Experience using digital workflows/project management software a plus (such as Monday & Harvest)
- Experience with adobe creative suite a plus
- Experience with Photo/Video Production a plus
- Basic familiarity with complex A/V systems a plus
- Strong listening and superior relationship-building skills
- Degree in Interior Design, Architecture, Construction a plus
- High intellectual curiosity, drive, determination, self-confidence, and persuasion skills.
- Candidates must possess an intense empathy for the human experience and the gravity of influence.
- Candidates should be available to travel internationally and domestically as required. Sometimes with short notice

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## ABOUT AREA15

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment district offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium Arcade Bar](#), [Lost Spirits Distillery](#), [Oddwood Bar](#), “[Wink World: Portals Into The Infinite](#),” [Museum Fiasco](#), [Rocket Fizz](#), [Five Iron Golf](#), [The Beast by Todd English](#), [OZ Experience](#) and anchor experience, [Meow Wolf's Omega Mart](#), AREA15 is an ever-changing art, retail and entertainment district attracting locals and tourists of all ages.

For more information visit [www.AREA15.com](http://www.AREA15.com) and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

**TO APPLY, PLEASE FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER “PROJECT MANAGER” AS THE POSITION YOU ARE APPLYING FOR.**

