

# ***PROJECT COORDINATOR-CONSTRUCTION***



## ***JOB OVERVIEW:***

AREA15's Project Coordinator-Construction is critical to the tracking and administration of construction projects from concept to implementation within the world's coolest location-based entertainment complex. Responsible for assisting the project management team manage resources, information, and assist with scheduling and planning meetings, complete project activities on assigned construction related projects. The Project Coordinator plays a pivotal role in keeping construction 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 Coordinator is a strategic problem-solver, working with the multiple departments to ensure the quality of all project deliverables by maintaining high level of stakeholder satisfaction, communication, and project control. The Project Coordinator will participate in all areas of a construction project within the AREA15 campus, including but not limited to business requirement gathering, documentation, process flow definition, construction, and installation.

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

- Develop, maintain and monitor project organization artifacts including project schedules, drawing packages, Material submissions, risk registers, action logs, change orders, budget tracking, responsibility assignment matrix
- Request, track, and obtain approvals of material samples and submissions provided by supplies
- Arrange and manage drawing reviews with various stakeholders, contractors, and consultants. This includes keeping meeting minutes, and tracking redline comments
- Supporting the planning and delivery of a variety of projects
- Contribute and host internal and external status meetings, developing and preparing status reports, and meeting minutes for stakeholders
- Communicate clearly and concisely the internal plans/methodology for due requests as needed.(Emails, Teams, Workday, Monday etc.)
- Identify and communicate issues, risks, and changes that impact project scope, timeline, or budget
- Organizing, attending, and participating in stakeholder meetings
- Ability to build, manage and track complex data in excel or other database formats
- Identify project risks, work with the project team to develop mitigation plans and communicate effectively with stakeholders using appropriate and reasonable escalation steps

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

- Maintain campaign matrixes, art files, drawings, 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.
- Proven ability to work efficiently both independently and in a team setting
- Willingness to be flexible and adaptable to changing priorities while being exceptionally organized and able to prioritize quickly
- Communicate ideas for improving company processes
- Perform other related duties as assigned.

## ***QUALIFICATIONS***

- Excellent, proven organizational skills, including strong attention to detail and managing multiple projects simultaneously
- 2+ years experience in project management experience in architecture and construction
- Location-based entertainment/retail/amusement experience a big plus.
- Ability to read and understand construction drawings and documents.
- Experience in managing budgets, schedules, contracts, submissions, RFIs and drawing packages
- Experience using digital workflows/project management software a plus (such as Monday , MS Project & Harvest)
- Experience with adobe creative suite 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
- 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 for this position, [CLICK HERE](#).

