



**RES Exhibit Services LLC
Job Description**

JOB TITLE: Project Manager

DEPARTMENT: Project Management

FLSA STATUS: Exempt

Updated: December 2019

REPORTS TO: Vice President Project Management

SUMMARY: The Project Manager works closely with sales, design, manufacturing and warehouse departments to meet or exceed the expectations of the client during their event or show within the timeframe and budget parameters.

Job Results, Essential Functions & Measures

- Detail Entry – Pre Show Planning (40%)**
- Enter exhibit orders.
 - Estimate new construction.
 - Determine the required services for exhibit.
 - Create project lists, shipping lists, and bills-of-lading.
 - Actively participate in meetings with the necessary departments to ensure proper ordering, required field services, AV requirements, and project timelines.
 - Maintain production schedule.
 - Enter exhibit design orders, bill of material, construction print request orders, setup/installation print request orders, and graphic design orders in company software for tracking.
 - Create installation and dismantle calendar.
- Project Planning/Transition of Job (30%)**
- Consults with Client Services, Show Services, Design and Exhibit Engineers, Production, and Show Site Supervisor on project planning.
 - Conduct transition meeting reviewing interpreted requirements with client services manager ensuring requested properties and services are estimated then taking charge of project through receiving properties return.
 - Work with show services department to order show site services and freight
 - Create shipping list ad truck layout prior to properties shipping.
 - Review and release graphics for production
 - Prep properties for shipping as needed.

- Management’s observation that:**
- Accuracy of Syteline project closings measuring estimated cost vs. final cost.
- Management’s observation that:**
- Errors that would cost the company money and detailed on project variance form.
 - Solution is implemented to prevent the same error from occurring again.

This job description is a summary of the job duties and requirements that represent the general nature and level of work being performed. This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees. In addition to the above, all employees are expected to read, understand, and comply with company policies and procedures as noted in the RES Employee Handbook, regulatory expectations, quality and department standards, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Results, Essential Functions & Measures	
<p>Show Delivery and Post Show Planning (30%)</p> <ul style="list-style-type: none"> • Conduct production release meeting with shop, warehouse and AV. • Participate in a pre-ship meeting with the client services department. • Conduct meeting with show site supervisor to ensure it is understood what is expected for a successful event. • Generate production bar code hour sheets. • Work with warehouse and shop to accomplish post event refurbishment work. • Enter utilized items on show site from tool box. • Supervise installation of exhibits at show site as needed. • Prepare projects for job closing • Review project closing book to ensure accuracy of costs and services. • Ability to travel to show sites for approximately 5% of your time. 	<p>Management's observation that:</p> <ul style="list-style-type: none"> • Errors that would cause additional hours that may not need to be on project variance form but increase the job closing amounts to the client resulting in being over budget detailed on the show services notes or client survey. • Billable hours are recognized and maintained.

Core Competencies	
<i>Attention to Detail</i>	<ul style="list-style-type: none"> ➤ Is thorough and precise in accomplishing a task through concern for all the areas involved, no matter how small. Monitor and checks work or information and plans and organizes time and resources efficiently. ➤ Double-checks the accuracy of information and work product to provide accurate and consistent work.
<i>Decision-Making</i>	<ul style="list-style-type: none"> ➤ Takes action in solving problems and move situation to closure while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with conflicting ideas.
<i>Initiative</i>	<ul style="list-style-type: none"> ➤ Identifies what needs to be done and does it before being asked or before the situation requires it. ➤ Maintains high standards of performance. Exhibits conscientiousness, dedication, self-discipline, and a sense of responsibility.
<i>Problem Solving</i>	<ul style="list-style-type: none"> ➤ Undertakes a complex task by breaking it down into manageable parts in a systematic detailed way.
<i>Planning & Organizing</i>	<ul style="list-style-type: none"> ➤ Demonstrates effective skill in planning, supervising, monitoring, and accomplishing specific projects. Knows how to organize people, activities, and processes to get things done efficiently and effectively. Identifies appropriate standards and measures.
<i>Communication</i>	<ul style="list-style-type: none"> ➤ Thoroughly documents work in writing to provide an audit trail of activity that can be meaningfully referred to later.

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Position Qualifications	
Education & Experience	Mathematical Skills
High School Diploma with two years of job-related experience in the Project Management profession, preferably in a trade shows, construction or manufacturing production environment.	Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions, percentages, rates and ratios
Other Skills/Experience	Reasoning Ability
Excellent customer skills proven through demonstrated ability to interact and assist others. Portrays a polished professional image to meet company code and requirements. Must be able to accommodate a rotating work schedule to include nights, weekends and holidays.	Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
Computer Skills	Physical Demands
Microsoft Outlook: Basic Skill Level Microsoft Word: Basic Skill Level Microsoft Excel: Basic Skill Level Microsoft PowerPoint: Basic Skill Level	While performing the duties of this job, the employee is regularly required to use hands to operate audio visual equipment. The employee must be capable of lifting/moving up to 50 pounds.
Language Skills	Work Environment
Ability to read, write and interpret documents in English such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, analyze and interpret common trade journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.	The noise level in the work environment can be loud in production areas. Hearing protection is provided as an optional use. Must comply with safety & dress codes for all production areas. Must follow all safety guidelines as outlined in the RES Safety Manual dated 12/2012.

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