

Job Summary:

The Art Department Project Manager will report to the Studio Floor Manager and work closely with both the Art Directors, Set Designers, Set Stylists, and Construction Drawing teams.

This role will traffic all projects through our Art Department teams as well as manage project scheduling, producer communication, and shifting priorities based on project deadlines. The best candidate will be adept at juggling many shifting projects, from multiple producers, in various stages of completion, and prioritizing the workload for the team based on internal and external deadlines.

About TRG:

TRG is a nationally renowned photography, video, and CGI production facility unique in the industry for offering a variety of content production services all under one roof. With the latest acquisition of a 160,000sq ft space, TRG has quickly grown into a premier multimedia studio in the nation.

Who We're Looking For:

- An incredible work ethic and great attitude that meshes well with the team. TRG has a long history of hiring people who have great attitudes and share a passion for our creative industry
- Extremely organized yet also flexible enough to handle consistent priority changes
- A person who understands the importance of the little things that make our clients' experience while in the studio something special.
- Must work well under pressure and in a fast-paced environment.
- Not afraid to take risks and try new things, continually testing and learning.
- Ability to handle many simultaneous moving timelines and shifting priorities.
- The ability to perform all duties while still having fun and genuinely liking your job.
- An extreme love of puppies and dumb jokes is a plus
- Someone who can work easily with a studio full of caffeine addicts, creative weirdos, and a handful of roaming dogs

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Manage workloads of all Art Directors, Set Designers, Set Stylists, and Construction Drawing team
- Account for current workloads and forecast schedules based on deadlines and construction timelines
- Spread projects across teams to ensure even workloads
- Work directly with Production Director and Producers to stay updated on shifting project priorities
- Monitor hours worked in jobs and communicate overages to Producer when applicable
- Attend and contribute to all internal and external meetings to stay on top of project statuses

- Strong understanding of design and construction

Required Skills/Abilities:

- Ability to walk throughout a 160,000 sq ft studio all-day
- Ability to give direction and monitor progress to 10 team members
- Understanding of creative design and construction process a plus
- Excellent organizational skills and attention to detail
- Excellent written and verbal communication skills
- Proficient in project management software Asana
- Proficient in Microsoft Office Suite or similar software

Education and Experience:

- Experience in Multi-tasking and Project Management – 3 years minimum experience managing multiple projects utilizing effective multi-tasking skills
- Experience in this industry or with set design/construction is helpful but not required
- Project Management certifications a plus