

Production Manager

JOB DESCRIPTION

- The position holder reports directly to Company's CEO & GM
- The position holder should have a comprehensive knowledge in areas such as marketing, contracting, project management, and technical knowledge related to shows and attractions , to include theatrical productions, special events and exhibits:
- The position holder is expected to be an excellent communicator and enjoy working with a team with different cultural backgrounds
- Assist CEO & GM in the business development for the company, including liaison with potential customers, making presentations, following up and managing the company's marketing materials;
- Assist CEO & GM in preparing contracts, technical riders and budgets preparing excel spreadsheets relative to Company's shows and attractions;
- Coordinate closely with Clients through the whole process of project execution, which includes participating in negotiations with clients, coordinate with design firms, coordinate production teams and related assignments
- Assist CEO & GM with production management, such as developing time line and logistic needs for our shows as well as inventories and supplies;
- This position holder may be requested to travel often and manage shows and attractions on site if such a need arises. This would require working closely with Clients' team, and the company's production staff along with some external vendors.
- Other tasks as may be assigned.

The position is located in Las Vegas , Nevada .

Information on the Company can be viewed here: <http://www.isaatractions.com/>

Please send resume and expected salary in the email body.

Email attention: Britteny Chavez: isafun4@gmail.com