

Title: AV Project Manager

Reports to: Director of Project Management

Coordinates with: Sales, Engineering, Purchasing

Purpose and Scope: The AV Project Manager is the primary liaison between our customers and our office once a project is approved. The project manager will communicate customer expectations to our staff, and utilize our system and resources to ensure we are running on time and on budget, all while maintaining a friendly and professional relationship.

Primary Responsibilities:

- Leads kick off meetings on assigned projects with our clients and our internal staff.
- Maintains a project plan and holds regular cadence check ins with our clients to make sure we are setting and meeting expectations as changes happen during the project.
- Designs, plans, and coordinates work teams regarding A/V installations.
- Provides technical and administrative support to project team members.
- Maintains deep knowledge of all assigned projects and communicates daily with the SI Manager to effectively manage technical resources.
- Performs field verification of prospective work sites. Documents and keeps everyone informed of potential issues and solutions.
- Coordinates all drawings and documentation between the office and the field.
- Facilitates and directs design reviews to ensure proper documentation in the field.
- Coordinates all system programming and final checkout of systems. Provides punch-list of remaining tasks after substantial completion.
- Contacts contractors and other trades when necessary.
- Monitors status of projects including timing and staffing to ensure timely and accurate completion of projects.
- Coordinates training & turnover of projects to client, service department, & sales.
- Focuses on creating efficiencies in the workflow process to help the Company with growth and profitability.

Education & Skills:

- High School Diploma
- 5+ years in project management and at least 2 years in AV Project Management
- General knowledge of AV industry
- High proficiency in Microsoft Excel and Word
- Experience in D-Tools SI a plus

Crescent Digital is a leading-edge provider of digital integration services. From the start, we've aimed to be a distinct kind of firm, recognizing that genuine human connection fuels progress. We forge those vital connections for our clients through innovative technology solutions and services, and for our team, we cultivate a supportive environment where everyone can excel, enjoy their work, and feel valued each day.

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