

**Job Information: AUDIO VISUAL INTEGRATION PROJECT MANAGER****Salary: Commensurate with Experience****Location: Moorestown, New Jersey****Type of Job: Full Time****Category: Audiovisual Industry****Preferred Education: 4 year Degree****Job Description:**

- **Project management** – Coordinate all aspects of project, including scheduling, staffing, coordinate with other trades, coordinate with sales person and customer to ensure project runs smoothly.
- **Cable termination/Rigging/Equipment Installation/Tech Management** – pulling cable to required areas, installing equipment into racks or designated areas, landing cables to equipment, permanently attaching equipment to building structure, managing technician teams doing installation work to ensure schedule is met and work is being performed at the top of their ability.
- **Testing/Tuning** – test all equipment installed by Starlite to ensure proper functionality and fix any non-functioning equipment; tune all audio and video equipment and/or prep and test lighting and rigging to maximize functionality and performance. **Training** - Train the end user on use of A/V system and/or lighting and rigging, explaining all aspects of system functionality and troubleshooting techniques.
- **Design and Engineering** – if design/build: create an audio visual and/or lighting and rigging system that fits client's needs and examine functional diagrams such as CAD drawings for plan of equipment operation; if consultant: review submitted specs and drawings and suggest changes wherever needed.
- **Programming – Lighting and Rigging Systems and/or DSP:** create and load a signal flow design to a processor that enables an A/V system to function how the system was specified to the client during the design stage; **Control System** – create logic points that are selected using a touch pad or hard buttons from remote locations to control different functions of the system throughout the venue.
- **Ensure** that all safety measures are implemented and strictly followed.
- **Site Survey** – obtain information about prospective job site such as taking measurements, deciding tools needed, loading area, parking, point of contact, site times, etc.
- **Administrative** – manage and file all paperwork and computer documents pertaining to the job including emails, job expense receipts and PO's, delivery acknowledgement forms, system acceptance forms, transmittals, faxes, etc. scheduling of site meetings between contractors when needed as well as client meetings
- **Operation Manuals/Close Out Documents** – assist in compiling, and deliver to the client, an operation manual which explains in detail how to properly operate the installed A/V system and/or lighting and rigging system including pictures when available; closing document signed to system specification and begin Starlite's system warranty.

**Requirements:**

- **Bachelor's Degree in a technical subject or equivalent and related work experience in Audio Visual Field with emphasis in AV Integration Project Management.**
- **Strong computer skills – proficiency in Microsoft Office products.**
- **InfoComm CTS certification desirable, CTS-I and CTS-D certification highly desirable.**
- **Audio or video training by manufacturers: Creston, AMX, BSS, Media Matrix, Extron, BiAmp, ClearOne, Polycom, QSC.**
- **Minimum two years rigging experience.**
- **Ability to think and work independently, meeting deadlines as necessary.**

- Strong working knowledge of audiovisual control systems (AMX/Crestron/Extron, etc.) changes and troubleshooting.
- Proficiency with test and calibration equipment.
- Must possess a valid Driver's License with no adverse driving history.
- Problem solving and trouble shooting skills. Ability to work well under pressure and deadlines.
- Ability to lift and carry heavy objects up to 50 lbs.
- Demonstrate job site leadership, mentor less experienced technical staff.

**Application Instructions:**

Please forward resume to [marsha\\_a@starlite.com](mailto:marsha_a@starlite.com).

No phone calls please. Qualified candidates will be contacted directly.

*Thank you for your interest in joining the professionals at Starlite Productions!*