



Hudson Scenic Studios
130 Fernbrook Street
Yonkers, NY 10705
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hudsonscenic.com

Job Title: **Project Coordinator**

Hudson Scenic is a leading provider of custom scenic fabrication, automation, and painted scenery servicing the live entertainment industry. To learn more about the company, please visit our website www.hudsonscenic.com. Location: Yonkers, NY.

The Project Coordinator is a project-specific full-time temporary position that helps the Project Management office to coordinate with clients, production managers, engineers, the shop floor, and vendors. This position is responsible for administrative tasks related to project tracking and close-out work. The current project schedule is from November/December 2024 to June 2025, commencing with fabrication and concluding after delivery.

Key Responsibilities

- Help facilitate reports and documentation required by the client as part of the larger project scope.
- Produce client progress reports.
- Maintain current action item lists for floor progress and project management.
- Attend check-in meetings and help identify outstanding issues with the project team.
- Support coordination of client-provided equipment shipments and distribution.
- Monitor timelines for ordered parts and equipment needed for fabrication.
- Develop client review meeting documentation and distribute notes.
- Track notes for conflicts, adjustments, and modifications for as-built documentation.
- Support ongoing documentation exchange between shop, vendors, and client.
- Create and consolidate documentation and information for project close-out.

Qualifications

- Experience in technical theater production and fabrication.
- Ability to read and understand design and construction drawings.
- Highly organized with the ability to solve problems under pressure; Excellent attention to detail.
- Ability to communicate and collaborate to help identify project priorities and obstacles.
- BFA or BA with concentration in theatre management a plus.
- Strong proficiency with Microsoft Office Suite including Excel and Word.
- Experience with AutoCAD and Bluebeam a plus

Hudson Scenic offers an excellent benefit package and is an equal opportunity employer.
Pay range: \$1400-\$1500 weekly.

Please apply by sending cover letter & resume (with references) to: hr-payroll@hudsonscenic.com