



**JOB TITLE**

**Senior Project Manager – Themed Entertainment**

**LOCATION**

Central Florida

Willingness to travel for business and relocate short term.

**FULL TIME / PART TIME**

Full-time position; rate dependent upon education and experience.

**REPORTS TO**

Vice President, Project Management

**GENERAL JOB DESCRIPTION**

Senior Management level position responsible for overall project management of multiple medium to high-risk projects from project initiation (blue sky) through occupancy and close out. Works with the Project Manager to lead and manage all aspects of the project, including: budget, schedule, design coordination, procurement, execution, and delivery while interfacing with project team members; team members include external engineering and technical consultants. Reports to Vice President, Project Manager and AOA Executives as required.

**CORE FUNCTIONS AND RESPONSIBILITIES**

- Sets strategic direction for project.
- Works with preconstruction/design team and Owner to create initial project budget, schedule, and program requirements
- Works with PM/APM/Project Coordinator to bid, solicit, and negotiate contracts on behalf of the owner with Architecture, General Contractor, and Engineering firms.
- Works with PM/APM/Project Coordinator to set up project controls, including project reporting templates, budget, and schedule.
- Works with PM/APM/Project Coordinator to oversee and review drafting/defining scopes of work, estimates, schedules, budgets, Requests for Proposals (RFPs), contracts, procurement planning, buyout, close out, occupancy, and warranty.
- Reviews project specific program book with PM/APM/Project Coordinator.
- Works with PM/APM/Project Coordinator to manage project commitments established by pro forma and Owner's project requirements.
- Works with PM/APM/Project Coordinator to resolve critical issues in a timely fashion.
- Reviews and works with PM to prepare and present monthly project status reports to Project Executives and Ownership with accountability.
- Manages relationships with owner/operator/consultants and is the primary representative for AOA.
- Interfaces with Client Senior Executives for reporting and status updates.
- Reviews and makes recommendations to the project manager on bid packages.
- Develops, receives, and awards bids in conjunction with contract administration and PM team.
- Reviews contractor's application for payment with PM.
- Ensures proper interface with key project partners (Engineering Services, Facilities Management, Operations).
- Responsible for management of direct reports to include performance reviews and training of PM, APM and Project Coordinators.
- Ensures adherence to AOA policies and procedures.

**LEADERSHIP SKILLS**

- Ability to successfully manage personnel while providing leadership, mentoring, coaching and guidance.
- Ability to successfully lead project team; team includes consultants, staff extensions, contractors, et cetera.
- Ability to resolve conflict and negotiate.
- Ability to delegate.

- Ability to successfully manage external engineering and technical components of the project.

## **DESIRED QUALIFICATIONS**

- Minimum 10+ years of experience in project management and/or concurrent field related construction experience.
- Bachelor's Degree or higher level in Construction Management, Engineering, Architecture, or related technical/ business field.
- Project Management Professional (PMP) preferred
- Proven experience managing Themed Entertainment Ride + Show projects and as an overall Project Manager.
- Proven experience managing the project development process and documentation (shop drawings, document control, punch lists).
- Experience in developing the program book and managing commitments established by pro-forma.
- Familiarity with Project Owner funding scenarios, including coordinating requests for Capital Authorization, Cash Flow analysis, and projections.
- Demonstrated success in business development, client service, and project delivery
- Must possess excellent analytical, technical, and communication skills
- Experience with and proven understanding of scheduling, estimating, budgeting, and quality controls.
- Ability to manage through complex conflicts to resolution
- Experience with hiring outside vendors and professional contractors.
- Experience in the contract administration process including: Request for Proposal (RFP) drafting, contract drafting and negotiations, generating scopes of work, solicitation and buyout of General Contractors, Architectural firms, specialty vendors and subcontractors including an understanding of professional fees.
- Experience working with multiple project delivery methods such as design-build, Cost Plus, Lump sum, design-bid-build, etc.
- Strong MEP Skills.
- Proficient in Microsoft Office Suite including Microsoft Project, document management systems, and document editing with Blue Beam or Acrobat Professional.
- Experience using software such as (P-6, MS Project, Excel, Word, CADD).
- Ability to understand the needs of the client.
- Ability to manage relationships between the owner/operator.
- Ability to comfortably and effectively communicate both verbally in presentation and conversation; similar ability to communicate via written word to project team, vendors, consultants, and AOA partners.
- Ability to give direction, adapt to change, establish relationships, work in a team environment, and produce results.
- Ability to travel; travel is required.

## **AOA COMPANY INFORMATION**

### **Why you should work for AOA**

At AOA we take our work seriously, which is why we really like to have fun with our team members and live up to being one of the Best Places to Work in Orlando. We are committed to monthly Team Celebrations (such as happy hours, lunches, cookouts), admission to special industry sponsored events, an AOA Holiday Party in December, AOA Kids Camp at the office, team entries fees for local race events, reimbursement for athletic wear and classes, and AOA swag for our employees. We also offer commuter benefits, paid time off (vacation, sick leave, bereavement, and jury duty), health care and long-term disability benefits, 401K retirement benefits, paid maternity leave, cell phone allowance, and a continuing education reimbursement.

### **AOA Vision**

To *dream, create, and build* global experiences of a lifetime.

### **AOA Mission**

To create and build innovative and transformative experiences that astonish and exceed expectations.

**At AOA, it is our expectation that all employees embrace and uphold our Company Values:**

**Communication – Be open, authentic, approachable, timely, and purposeful in everything that we do.**

- Respect - Respect should be given across the board.
- Transparency - Transparency is key in the development of trust between parties and is essential in communicating with honesty.
- Professionalism - Professionalism truly lies in the individual's sense of responsibility to client, team, and projects.

**Quality– Deliver every project knowing we did our best.**

- Innovation – Continuously think outside the box and never be complacent.
- Exceed Expectations – Go beyond what our client needs.
- Repeat Business – Ensure our clients know they can trust us every step of the way to go above and beyond.

**Leadership - Empower everyone to do the right things, not just do things right.**

- Integrity – Have courage and confidence to do the right thing and inspire others to do the same.
- Problem Solvers – Don't be intimidated by challenges. Be creative, effective, and efficient to get the job done.
- Financially Responsible – Manage money in a way that is productive and in the best interest of the client and company.

**Teamwork - Work collaboratively to create an environment where trust, honesty, and integrity is most important.**

- AOA Family & Community – Be a good human and take care of one another.
- Diversity – Promote diversity of thought, people, and culture.
- Inclusion – Make everyone feel that they are valued and respected.

**Balance - Be present at work and at life.**

- Quality of Life - Happiness matters.
- Embrace the moment. - Give life your all and find the fun.
- Wellness - Devote time to physical and mental well-being.