

JOB OFFER: INSTALLATION-SITE SUPERVISOR

XYZ Technologies specializes in audiovisual and experiential design, offering a full range of technological and artistic solutions. Our integrated service offering leverages leading technological innovations to create truly one-of-a-kind experiences. Since 2004, our teams have had the privilege of collaborating with numerous organizations around the world.

Our expertise is embodied by the technology experts and artists who merge their skills to elevate the quality of every project. We are dedicated to creating audiovisual solutions, supplying pro-AV equipment, programming top-tier multimedia solutions and managing the maintenance of our installations.

We are currently seeking an experienced Installation-Site Supervisor to join our dynamic team for a specific project. This person must reside in the region where the project is taking place and be authorized to work in the United States.

PROJECT DESCRIPTION

The project is the revitalization of the Ellis Island Immigration Museum, located in Jersey City, New Jersey, near the border with New York.

XYZ has been contracted to select, source, install, program and commission audiovisual equipment (i.e., video, sound and control systems), and to provide service and maintenance for a period of three years.

PROJECT PHASES:

- Technical validation and prototyping: October 2024 to April 2025
- Pre-production/pre-integration: January to April 2025
- Installation - in four phases: April 2025 to July 2026

ROLE DESCRIPTION

During the technical validation and prototyping phase, prototypes will need to be installed at the exhibition fabrication site (New Jersey) and at the exhibition design firm's offices (Manhattan). During this phase, the Installation Manager will work part-time, 4 to 6 days per month.

During the installation phase, the Installation Manager will oversee work part-time, 2 to 3 days per week. During critical delivery periods, the role will be full-time (5 days per week). The delivery phase is subdivided into four main phases that may sometimes be several weeks apart; a detailed schedule will be drawn up at a later date.

The role will start in October 2024 and end in October 2026, three months following the projected grand opening of the project in July 2026.



RESPONSIBILITIES

1. Work supervision

- Coordinate all audiovisual system installation work at the venue and the exhibition fabrication site
- Ensure that deadlines are met and the project remains within schedule and budget
- Keep accurate, up-to-date records of work performed, modifications made and any incidents that occur
- Prepare regular reports on project progress for management.
- Oversee installation work by the installation team at the venue and on the premises of the project partners
- Ensure that installation quality complies with technical specifications, best practices and safety standards
- Update schedules regularly to ensure that work progresses, and resolve any problems as they arise
- Ensure that all on-site work complies with applicable safety standards and regulations
- Provide training on safety best practices to anyone under XYZ's responsibility
- Arrange deliveries and receipt of required audiovisual equipment, coordinating with suppliers and the various installation and integration sites
- Arrange and manage the procurement of installation equipment and materials needed on site
- Keep an up-to-date inventory of tools, materials and audiovisual equipment on site
- Plan and supervise the transfer of responsibilities as well as the training of museum staff once installation is complete.

2. Coordination with stakeholders

- Work closely with the museum's operations team to ensure the client's high level of satisfaction with the project as delivered
- Work closely with the XYZ Project Management and Technical Direction Team to ensure that project requirements are met
- Coordinate on-site work required from other stakeholders with XYZ's activities
- Take part in on-site meetings, manage and address unforeseen events, and report clearly and regularly on progress made and challenges encountered.

REQUIRED SKILLS

- Confirmed experience in installation management/on-site supervision of audiovisual projects (permanent installations)
- Experience in audiovisual installation and team management in the United States
- Broad knowledge of audiovisual systems, projection and LED screen technologies, sound systems, and show control programming and networking
- Ability to read and interpret technical plans
- Excellent communication and people management skills
- Proficiency in project management tools (e.g., Smartsheet), drawing viewers (e.g., AutoCAD viewer) and office software (e.g., Adobe Acrobat, Microsoft Office)
- Familiarity with job site safety standards and regulations in the United States.

QUALIFICATIONS

- Graduation from a program in electronics, audiovisual technology or a related field, an asset
- Certification in project management or team management, an asset
- Valid driver's licence and availability for frequent travel.

OTHER

- This role is based in the United States, primarily at the museum, but involves frequent travel to different suppliers and partners.
- The candidate must reside in the region of the project and cover their own accommodation, living expenses and local travel (other than work-related travel, which will be paid for by XYZ).
- The candidate must be authorized to work in the United States.
- The candidate may be required to work non-standard hours, including evenings and weekends, depending on project needs.