

LIVE MEDIA GROUP



Job Description

Title: Project Engineer - TNDV

Supervisor: TNDV President & Manager, Streaming, Remote Control Operations & Special Projects

Department: Engineering/Nashville HQ

Division: TNDV

Purpose: The purpose of this position is to serve as a liaison and technical lead between the sales team and the engineering/operations teams working with the President and provide technical support for the Nashville control rooms working with the Manager, Streaming, Remote Control Operations & Special Projects. Specifically monitoring project requirements on a hardware and staffing level. The Project Engineer will have familiarity with fleet capabilities for all mobile units, control rooms, fly packs and available inventory companywide. Communication of day-to-day changes for scheduled events between the teams is the responsibility of the President, Project Engineer and Operations management working as one team. The Project Engineer will work to create and update accurate pack lists for each remote events, manage equipment rentals when needed for events and ensure all control room specifications are in order prior to specific events and provide technical support for remote and control room events as needed.

Position Responsibilities:

- Work with the President and sales team to review technical requirements needed for events when bids are being constructed.
- Once an event is sold/firmed, manages the equipment/technical requirements and staffing levels required for each event working directly with operations staff and clients.
- Work with the sales representatives to assist in designing special or unusual shows in which the client needs extra technical design assistance.
- Work with the sales representatives from GameTime or other divisions to review control room technical requirements for client events as assigned.
- Act as the principal technical bridge, problem solver and coordinating resource between truck engineers, client and sales managers for events, technical liaisons for the control room, managing the events once they are confirmed and being the technical lead for control rooms events as assigned.
- Assist with the accuracy of event pack lists, control room equipment complements and crew assignments for mobile television units and fly packs used for remote TV events.
- Assist with tracking technical project details on show sheets and within File Maker Pro.
- Supervise rental of additionally required equipment beyond company inventory as needed.
- Meet regularly with the TNDV President and Manager, Streaming, Remote Control Operations & Special Projects to review projects and ensure that budgetary targets are met, costs are reduced, human capital is used to full efficiency and there is a continual increase to client satisfaction.
- Communicate changes to schedules and job requirements to all staff in a consistent manner for remote and control room events.

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515 Brick Church Park Drive, Nashville, TN 37207

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- Work with Sale to invoice adjustments as they pertain to onsite changes such as shipping, overtime, or damages.
- Review EIC reports from each show, addressing errors or omissions for reference on future similar shows and work with Engineering and Repairs to ensure repairs are in order and completed in a timely manner so that equipment is repaired efficiently and cost effectively for proper utilization.
- Review missing and damaged reports post-show for billing and replacement purposes.
- Attend regularly scheduled meetings and conference calls with TNDV staff for mobile unit events and GameTime or other division staff for control room events as assigned.
- As needed, travel to events as necessary or required.
- Other duties as assigned.

Qualifications:

- Technical or bachelor's degree in engineering field; however, a combination of education and experience will be considered.
- Experience working with various software programs such as Microsoft Office, Google Workspace, FileMaker Pro, or similar types of software systems.
- Knowledge of broadcast technology, equipment, facilities, control rooms and production for commercial and cable TV networks desirable.
- Demonstrated skills in professional communication and an ability to interact with a wide range of individuals.
- Attention to detail, ability to meet tight deadlines and work on multiple projects simultaneously.
- Demonstrate ability to manage complex projects on tight time schedules and meet budget requirements.
- Must be willing and able to travel - travel may be needed at various times depending on project schedules.
- Reside in/around Nashville, TN area.

Live Media Group Holdings LLC is an Equal Opportunity Employer and offers employment opportunities to all qualified persons regardless of race, color, religion, sex, age, national origin, sexual orientation, physical or mental disability or any other status protected under applicable law.

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