

VINCENT LIGHTING SYSTEMS, INC
Job Description for
Rental Manager – Pittsburgh, Pennsylvania

REPORTS TO: Production Manager

SUMMARY: A full time position to manage equipment and billing for the Rental and Production department. **This is a hands-on, detail-oriented job!**

DUTIES AND RESPONSIBILITIES:

1. Generate Load Lists and other supporting documentation for rental orders.
2. Track availability of rental and support equipment and coordinate sub-rentals as needed.
3. Process Pittsburgh office Rental invoicing and follow through with Accounting Dept. to ensure accuracy of billing.
4. Maintain accurate records.
 - a. inventories
 - b. billing
 - c. payroll
5. Process Pittsburgh office Rental and Production payroll. Submit to Payroll after it has been authorized by the Rental Sales Manager.
6. Inside Rental Sales (including helping clients determine package needs and trouble shoot equipment)
7. Coordinate with other departments, especially Cleveland/Kentucky Rental Departments.
8. Rental and production design work.
9. Other duties as required

QUALIFICATIONS:

All of our employees interact with customers, so excellent customer service skills are a must, along with strong communication skills, both written and verbal. **Required Skills:** Technical theatre or production background with a working knowledge of lighting. Computer literate - PC based. Highly organized and efficient; detail oriented. Flexible and able to adapt quickly to changes and customer needs. Able to trouble-shoot client equipment problems. Moving Light experience is preferred. Strand and High End console experience a plus.

EDUCATION: BA or BFA in theatre is preferred, but not required.

APPLY TO: Send resumé and cover letter to Nate Grand, Vincent Lighting Systems, 920 Vista Park Drive Pittsburgh, PA 15239 fax 412-788-5250, or email us at jobopp@vls.com. No phone calls please. VLS is an EOE.