

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 that requires great organizational skills!**

DUTIES AND RESPONSIBILITIES:

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

QUALIFICATIONS:

All of our employees interact with clients, so excellent customer service skills are a must, along with strong communication skills, both written and verbal. Ideal candidate is highly organized, efficient and detail oriented; flexible and able to adapt quickly to changes and customer needs.

Required Skills:

- Technical theatre or production background with a working knowledge of lighting.
- Computer literate - PC based.
- 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.

TO APPLY: 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 Equal Opportunity Employer and a drug-free workplace.