

Assistant Project Manager

Founded in 1989 as a 7500 square foot scene shop, Mystic Custom Fabrication has expanded over the last 35 years into a full-service fabrication company specializing in broadcast environments, museum exhibits, high end custom millwork, and restaurant interiors. We now have over 100 employees and occupy over 100,000 square feet of production space in Norwood, Massachusetts. Mystic has become an industry leader in custom fabrication of millwork and studio set construction. We are a high-end, high-profile shop known for doing unusual projects, and our diverse client and project base frequently requires us to find creative solutions to a variety of design challenges.

On a daily basis, Assistant PMs will take direction and project assignments from the Senior Project Management Team. We expect that Assistant PMs will support all aspects of the business, including Millwork, Museum, Broadcast, Events, and Graphics.

Duties:

- Assisting Senior Project Managers in all aspects of planning and production
- Other responsibilities as directed by management

Requirements:

- Associates Degree or similar
- Drafting and detailing
- Computer-aided drafting (AutoCAD, Vectorworks, or similar)
- Ability to follow directions and work well in a team environment
- Adaptability to work in a variety with departments depending on the needs of the project
- Overtime and some weekend work may be required to meet deadlines

Preferred Skills:

- Estimating and material take-offs
- CNC programming
- Mechanical design

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position may be active and require standing, walking, bending, kneeling, stooping, crouching, crawling and climbing. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is frequently exposed to loud noises, fumes or airborne particles, moving mechanical parts, and vibration.

Benefits include health insurance, 401K, paid vacation days, available dental, life and disability insurances.

To apply, please send a cover letter and resume to careers@mysticcustomfab.com

Mystic Custom Fabrication abides by requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a) prohibiting discrimination against qualified individuals based on status as protected veterans or individuals with disabilities, and against all individuals based on race, color, religion, sex, sexual orientation, gender expression or national origin, and requiring affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. It is the policy of Mystic Scenic Studios to provide reasonable accommodation for qualified applicants and employees.

Job Type: Full-Time

Pay: \$20-\$30 per hour, DOE

NO CALLS, PLEASE