

COMPANY NAME: UTOPIA ENTERTAINMENT, INC.
LOCATION: NEWHALL, CALIFORNIA
INDUSTRY: THEMED ENTERTAINMENT & SPECIAL EVENTS
POSITION: PRODUCTION COORDINATOR

COMPANY DESCRIPTION:

Utopia Entertainment is a full service design and production company that specializes in the creation of live show spectaculars and experience-based attractions. Our primary work is in the creation of major show events, special event experiences and themed attractions for the global marketplace that include; theme parks, resorts & casinos, mixed-used retail/entertainment zones, world events, cultural & visitor centers and museums.

POSITION DESCRIPTION:

We are looking for an individual who can work directly with our production team to oversee the workflow associated with the design, production and installation of show attractions. This position supports the production efforts by managing contractors and vendors, updating and maintaining project schedules and assisting with all aspects of production.

POSITION REQUIREMENTS:

Excellent computer skills in Word, Excel, Outlook
Technical experience in either mechanics or electronics (show systems) a plus
Audio and or Video experience a plus
Previous P.A. experience a plus
Construction experience a plus
Excellent communication skills, both verbal and written
Great organizational skills and time management abilities
Should exhibit creativity and resourcefulness
2 Years experience
High School Diploma

COMPENSATION:

This is a Project Based, Temporary (Full Time) Position through September 6, 2011
40 Hours Per Week
\$14-16 Per Hour, depending upon experience of candidate