



NOVITA TECHNE JOB OPPORTUNITY: Project Management Assistant/Junior Designer

COMPANY INFORMATION

Novita has been providing Theatre and Audio/Video Consulting and Design services for over 38 years.

Novita provides consulting and design services for all types of assembly occupancies including theatres, concert halls, auditoriums, museums, clubs, lecture halls, places of worship, legislative council chambers, corporate board and training rooms, conference and convention centres, casinos, and urban entertainment centres.

Novita designs and specifies the full range of systems and equipment which support the activities in these rooms including stage and event lighting, rigging and draperies, seating systems, lifts and movable stages, audio reinforcement and effects, intercommunications and audio monitoring, video monitoring, video conferencing, broadcast infrastructure, large format video displays, and combined room controls.

JOB DESCRIPTION

Responsibilities

Novita Techne Limited is seeking a highly motivated individual to join its design team to provide support to senior designers in project management and administration.

Responsibilities include:

- Assist Designer during client meetings:
 - Capture, write and distribute meeting minutes
- Assist in the preparation of presentations (typically simple schematic representations using SketchUp, Revit and AUTOCAD and PowerPoint)
- Maintain project files and reference materials
- Assist in management of schedule and deadlines
- Assist in writing and research of programs, budgets and timelines
- Assist with construction documentation process:
 - Revit and AUTOCAD drawings
 - Specifications
 - Prepare memos, correspondence & reports
 - Prepare & monitor change notices, and site instructions
 - Check and verify bid documents, bid reviews, shop drawings

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- Assist with site evaluation and site testing:
 - Prepare deficiency report & Bill of Material check lists
 - Take inventory while Designer is testing systems
- Provide other assistance as required

Requirements

This position would suit someone with the following background:

- Knowledge and experience of process and practice in construction industry design, documentation and job management
- Familiarity with building systems and technology
- Familiarity with codes and standards
- Knowledge of or interest in Theatre and Audio/Visual systems and design would be an asset
- Experience and familiarity with working in institutional and public assembly environments
- Experience dealing with multiple concurrent projects and multiple deadlines
- Ability to work with minimal supervision in a fast-paced environment
- Excellent written and verbal communication skills and personal presentation
- Ability to fully utilize Microsoft Office (including Outlook) and Adobe Acrobat Writer
- Strong skills in AutoCAD 2011 and Revit
- Basic knowledge of SketchUp and PowerPoint would be an asset

HOW TO APPLY

Email a cover letter along with your resume to admin@novita.ca . Please do not call. Qualified candidates will be contacted.