



## Audiovisual Project Consultant – Los Angeles Office

### Background

The Sextant Group, Inc. is a national independent consulting firm offering planning, design and consulting services in a wide range of specialty areas including: audiovisual, IT/telecommunications, building security, specialty lighting, medical equipment and architectural acoustics/noise vibration.

### Job Description

The Audiovisual Project Consultant's role is to act as an operational level contact for our clients. Responsibilities include project coordination, planning, programming, budgeting and coordinating the requirements, drawings, and specifications with all members of the design team. The position will require managing several projects at the same time while ensuring efficiency, accuracy and top quality work is being delivered to our clients.

### As a project design team leader, would you excel in these roles?

- ✦ Representing The Sextant Group as primary point-of-contact with owners, architects and vendors
- ✦ Helping to grow a small office for a national technology consulting firm into a multi-disciplinary office with design professionals in our various disciplines
- ✦ Coordinating and communicating all critical project information among the design team and management from start to finish
- ✦ Performing needs-analyses through client interviews or site surveys to define design criteria, space program and use, project schedule and budget
- ✦ Coordinating with architects the design of infrastructure, systems and environments involving a high degree of technology
- ✦ Directing a team of designers and acousticians in developing solutions to meet the clients' needs
- ✦ Overseeing the implementation of those solutions by vendors, integrators, contractors, owners and others
- ✦ Ensuring that all work is completed on-time, in-budget, and consistently within The Sextant Group's high standards of quality

### Does this describe you?

- ✦ Knowledge of audiovisual control systems, projection and display systems, audio systems, conferencing systems, collaborative technologies, information technology (IT) services, hardware and infrastructure
- ✦ Outstanding communication skills, both oral and written, plus a passion for attention to detail
- ✦ The ability to evaluate situations, utilizing logical and decisive reasoning in a highly technical manner
- ✦ Natural ability to maintain a professional and positive attitude in a fast paced and occasionally high pressure environment
- ✦ A demonstrated ability to work equally well as an individual contributor or team member
- ✦ Values that include integrity, accountability and an eagerness to have fun
- ✦ 5 - 10 years minimum experience managing large projects as a consultant in the architectural-engineering construction industry
- ✦ General knowledge of architectural acoustics
- ✦ Proficiency in Microsoft Office, including Word, Excel, PowerPoint & Outlook
- ✦ MAJOR PLUSES: Industry certifications (CTS, CTS-D, CTS-I, RCDD, LEED), experience with BlueBeam Revu, AutoCAD, Revit and/or Deltek Vision

All candidates must be driven to satisfy the needs of end users and have the ability to deliver high caliber end results in a timely manner while operating without direct supervision. Some overnight travel may be required. Compensation offered is commensurate with experience, and includes excellent benefits package with medical, dental, long term disability, 401K. EOE

Resumes will be accepted via email only – do not call. Qualified candidates are encouraged to send their resume, references and salary requirements to [HR@TheSextantGroup.com](mailto:HR@TheSextantGroup.com).

The Sextant Group, Inc.

[www.thesextantgroup.com](http://www.thesextantgroup.com)

Send resumes to: [hr@thesextantgroup.com](mailto:hr@thesextantgroup.com)

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THE SEXTANT GROUP INC.  
TECHNOLOGY CONSULTANTS

11301 WEST OLYMPIC BLVD  
SUITE 348  
LOS ANGELES CA 90064  
213.412.4870

[www.TheSextantGroup.com](http://www.TheSextantGroup.com)