

## **Job Opportunity: Project Manager**

**Company:** Conglom Entertainment

**Location:** Houston

**Job Type:** Full Time

**Salary:** Based on experience (\$70,000 to \$85,000)

### **About Conglom Entertainment:**

Conglom Entertainment is a premier live event production company known for creating dynamic, culturally rich experiences—from music festivals and food events to corporate activations and nightlife. We pride ourselves on delivering seamless, high-energy productions that celebrate diversity, creativity, and community.

### **Position Summary:**

We are seeking an experienced, highly organized, and motivated **Project Manager** to lead the planning and execution of live events. The ideal candidate has a proven track record in event production, exceptional multitasking abilities, and the leadership skills to coordinate teams, vendors, and clients to deliver unforgettable experiences.

### **Key Responsibilities:**

- Lead the full project lifecycle for live events from conception to completion.
- Develop timelines, production schedules, and budgets for events.
- Manage communication across departments including logistics, marketing, production, and talent.
- Coordinate vendors, contractors, and venue teams, ensuring timely delivery of services.
- Monitor progress, identify risks, and implement solutions to keep projects on track.
- Serve as on-site lead during event execution, managing setup, show flow, and breakdown.
- Ensure all legal, safety, and permitting requirements are fulfilled.
- Deliver post-event reports, evaluations, and team debriefs.

### **Qualifications:**

- 3+ years of experience in project or event management (preferably in live entertainment or festivals).
- Exceptional organizational and time management skills.
- Excellent verbal and written communication.
- Experience managing budgets and negotiating vendor contracts.
- Ability to work evenings, weekends, and travel as needed for events.
- Proficiency with project management tools and software.

- Calm under pressure, solution-oriented, and team-driven.

**Why Join Us?**

At Conglom Entertainment, you'll be part of a forward-thinking team that values creativity, passion, and precision. You'll play a critical role in shaping experiences that impact communities and leave lasting impressions.

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**To Apply:**

Submit your resume and a brief cover letter highlighting your relevant experience to [www.conglom-ent.com/careers](http://www.conglom-ent.com/careers)