PROJECT MANAGER – CUSTOM COMMERCIAL SIGNAGE

Moontower Signs • Austin, TX (Anderson Square) • Full-time, 40 hours/week
Salary: $67,000–$85,000 annually, depending on experience and qualifications

Moontower Signs is a small, hands-on sign company in Austin. We design, fabricate, and install custom commercial signage across Central Texas. We're looking for a Project Manager who wants to take ownership of projects and see them through from award to completion.

Sign industry experience is required for this role.

WHAT YOU'LL DO

You'll take each job from award to completion and be the client's main point of contact throughout. Our sales team handles artwork, code checks, vendor quotes, and estimates, so your focus is on delivering the project and keeping the client informed. You'll coordinate permitting, fabrication, surveys, and installation; issue purchase orders; visit job sites; and close jobs out. We manage projects in Asana. This is a trusted, hands-on role with room to run your jobs independently, and no two days are quite the same.

WHAT WE'RE LOOKING FOR

- Two or more years of project management or coordination experience in the sign industry
- Working knowledge of channel letters, monument signs, pylon signs, ADA signage, and vinyl graphics
- Familiarity with permitting and landlord sign criteria
- Strong client communication and the ability to keep customers informed
- Comfort managing several jobs, vendors, and deadlines at once
- Clear, professional writing
- A valid Texas driver's license and a clean driving record; you'll drive the company van to job sites

NICE TO HAVE

- Sign design experience. If you can design signage in Adobe Illustrator, from concept through production-ready files, the role and pay will reflect it.
- Hands-on shop or field experience, such as cutting and installing vinyl, building signs, sanding, or painting
- Experience with Asana, QuickBooks Online, Dropbox, and Google Workspace
- City of Austin permitting experience

BENEFITS

- 15 days of paid time off per year, plus paid holidays
- 401(k) eligibility from day one
- Annual discretionary profit-sharing contribution to your 401(k)
- One remote day per week after your first 60 days, with the possibility of a second later on

THE DETAILS

This is a full-time role based at our Anderson Square office in north Austin, with regular time in the field. Installs occasionally call for an early start or a late finish. You'll work directly with ownership, with room to grow as the company does.

TO APPLY: www.moontowersigns.com/project-manager-application

If you have sign design experience, include a few samples of your work. Moontower Signs is an equal opportunity employer.

8000 Anderson Sq, Suite 301B • Austin, TX 78757
512.766.1318 • hello@moontowersigns.com • www.moontowersigns.com