



Pacific Studio currently has an incredible opportunity for a – **Technical Coordinator** to join our rapidly growing team. The Technical Coordinator is responsible for successfully specifying, procuring and managing the delivery of materials and specialty manufactured products, such that they are on time and to the standards set forth by the Technical Design Director. The Technical Coordinator is an integral part of production team, serving as a resource for Estimating and for project teams to provide research support, material procurement, and management of specialty manufacturing vendors.

### **Essential Duties and Responsibilities:**

#### *Procurement*

- Specify materials to be used during the fabrication process where required.
- Ensure all materials are identified and delivered in a timely manner.
- Inform project teams of lead times for materials and vendor services.
- Ensure materials delivered from vendors meet the expectations of quality required by Pacific Studio.
- Maintain an in-depth understanding of the projects and cultivate a thorough knowledge of how all of the elements will interface in the finished installation.
- Receive quotes on proposed materials and enter thing information into Epicor/ERP, as appropriate.

#### *Communications*

- Find and vet vendors who can meet Pacific Studio's needs. Establish and preserve these relationships.
- Coordinate contracts with outside vendors, such as; Waterjet cutting, laser cutting, and sheet metal bending.
- Follow up with vendors/subcontractors to ensure work is progressing/completed within Project expectations.

#### *Staff Relations*

- Provide support (when possible) to the Estimating Department in estimating projects during the sales process.
- Provide input on estimates for materials/sub-contractors that rely on the Technical Coordinator's expertise.
- Assist the Lead Technical Designer and/or the Technical Design Director with finding solutions to technical challenges that are discovered during the pre-planning/engineering phase of a project.
- Act as back-up (when possible) to Purchasing Department as needed to ensure timely sourcing and receipt of materials.
- Assist in coordinating PS-Case Systems Manufacturing process by working with the PS-Case TD Lead. Entering PS-case systems parts & assemblies into Epicor and coordinating vendor part manufacturing and parts delivery.

### **Qualifications Required:**

- Previous experience reading and understanding a drawing package
- Extensive knowledge and vocabulary of materials and products used by production shop
- Intimate knowledge of shop fabrication processes
- Working knowledge of processes used by vendors in order to communicate successfully
- Experience in cost estimating and scheduling of custom production work
- Working knowledge of Microsoft Office suite, particularly Excel and Outlook
- Experience with enterprise purchasing software
- Must be able to communicate easily and clearly in English, both written and spoken
- Highly skilled in vendor conversations and management over the phone
- Must be able to legally work for any employer in the United States of America

### **Qualifications Desired:**

- Previous experience in a custom art/production/manufacturing type environment
- Working knowledge of Epicor or other ERP/manufacturing database
- Bachelor's degree or higher
- Experience in technical lighting design and cost estimating

**How to Apply:**

If interested in this position, please e-mail your resume to [careers@pacificstudio.com](mailto:careers@pacificstudio.com).  
No PHONE CALLS PLEASE.

Pacific Studio is a nationally-recognized Museum Exhibit Design and Fabrication Company, dedicated to producing unforgettable experiences. Pacific Studio provides a competitive benefits package and a culture that promotes employee performance and success. Benefits include generous medical, dental and retirement options, two weeks of leave per year, with 7 paid holidays.

*Pacific Studio is an equal opportunity employer, and we will not discriminate against any individual, employee, or application for employment on the basis of race, color, marital status, religion, age, sex, sexual orientation, national origin, handicap, or any other legally protected status recognized by federal, state, or local law.*