

JOB DESCRIPTION-PACIFIC STUDIO, INC.

Job Title:	Production Director	FLSA Status:	Exempt
Reports to:	CEO	Pay:	Full Time, Salary
Supervises:	Shop Managers		

Position Summary: The Production Director is responsible for safety, quality, and production results of Pacific Studio. He/she works with senior leadership in developing the tactical and strategic objectives for efficient fabrication and directs the overall production activities.

The person in this position will review current and future project resource demands. He/she will support the development of Means & Methods and will monitor production workflow to ensure project schedules are being met. He/She will be responsible for QC of all exhibit work leaving our facility. This involves setting quality standards and monitoring the work to ensure that they are met. The Production Director is responsible for Project(s) initiation on the production floor; implementation of production schedules; quality assurance of products; efficiency and process improvement.

Pacific Studio is at a transition point, moving from work practices when the company was smaller to new practices that will promote efficiency, communication and product quality as the company continues to grow. The person in this position will have the opportunity to contribute significantly to the company's success by

- Improving the flow of work through our shop
- Developing, mentoring, and strengthening shop management
- Improving clarity of expectations (schedule, deliverable, etc.)

Essential Functions and Responsibilities:

Planning

- Evaluate work schedule to ensure that projects meet timelines, budgets, and specifications indicated by approved project documentation.
- Analyze activities and costs to determine department effectiveness. Utilize this information to make daily business decisions around labor and production mix. Monitor resources and forecast resource needs.
- Partner with senior leadership to identify quality, process, workflow, and personnel problems and to quickly resolve according to company policy, practice, and guidelines.

Communication

- Keep Senior Management, Sales, Shop Managers, and Project Teams fully informed of scheduling and resource demands and work to solve conflicts. Clearly communicate our capacity and capabilities.
- Participate with department heads in the development of tactical and strategic goals and objectives for company.
- Establish and communicate clear department objectives to shop managers so they can successfully plan modifications of processes, space, and equipment in order to optimize production efficiency and product quality.
- Effectively communicate business needs, schedule changes, and process problems to shop managers. Utilize root cause analysis and problem-solving skills to resolve and/or mitigate operational issues.
- Work with Sales and Estimating to identify and communicate capabilities and capacity that impact company schedule and new work we pursue.
- Lead activities to communicate and maintain adherence to company policies, safety standards, and good housekeeping practices.

- Maintain a supportive work environment that encourages the sharing of information and ideas. Stimulate teamwork. Create a positive environment that fosters a solid work ethic and maintains a good team attitude within the company.

Management

- Mentor shop managers to encourage their growth and development.
- Effectively communicate expectations and behavior changes required, as needed. Follow through on corrective actions in a timely manner. Provide feedback to individuals to ensure shop managers are supervising their teams effectively.
- Execute the appropriate level of accountability for operational goals and objectives across the departments.
- Oversee Production quality.
- Lead shop meetings to align priorities, resources, deadlines, and issues.
- Prepare monthly reports for senior leadership detailing all aspects of the production process; ensure that all production is cost effective and done at the appropriate standard.
- Mediate/moderate any scheduling issues.

Budget and Finance

- Develop and manage departmental budget that supports the overall company budget.
- Pursue company and shop efficiencies relative to shop workflow.

Qualifications Required:

- 10 years' experience managing a job shop
- Strong organizational skills
- Ability to track multiple efforts across varying timeframes
- Ability to maintain a diverse, collaborative, and pleasant workplace
- Familiarity with Microsoft Office suite, including Microsoft Project
- Must be able to communicate clearly in English, both written and spoken
- Must be able to legally work for any employer in the United States of America

Qualifications Desired:

- Knowledge of museum industry
- Previous experience in an art/production/manufacturing type environment
- Functional knowledge of Epicor
- Functional knowledge of Procor