

## JOB DESCRIPTION-PACIFIC STUDIO, INC.

Job Title: **Intake Manager** FLSA Status: **Exempt**  
Reports to: **Directors of Production and Tech Design** Pay: **Full Time, Salary**  
Supervises: **Project Administrator(s)**

**Position Summary:** The primary role of the Intake Manager is to ensure that Estimating is supported in the bid process by helping the estimators understand our build methodology so they can price the project accurately, that early stage development of Means & Methods is established for new projects, and that projects are set up and rolled in Epicor. Additionally, the Intake Manager communicates resource availability during the sales process and to production once work is won. The purpose is to anticipate and avoid conflicts to help ensure that projects are launched for success.

The person in this position serves as a liaison between Sales & Estimating, Production, and Project Management. The Intake Manager will review current and future project resource demands. The Intake Manager is responsible for analyzing the company's capacity and capabilities and communicating that information to Sales, Project Teams, and Shop Managers. He/She will consolidate and review project schedules within the context of the entire company's resources. The Intake Manager is also responsible for assembling a team to establish initial Means & Methods for projects and to manage the handoff of projects from Sales to Production.

The person in this position serves as a liaison between Sales & Estimating, Production, and Project Management. The Intake Manager will review current and future project resource demands. He/She will create, maintain, and analyze a Master Schedule reflecting project needs. The Intake Manager is responsible for

- Analyzing the company's capacity and capabilities
- Communicating that information to Sales, Project Teams, and Shop Managers
- Consolidating and reviewing project schedules within the context of the entire company's resources
- Assembling a team to establish initial Means & Methods for projects
- Managing the handoff of projects from Sales to Production.

### **Essential Functions and Responsibilities:**

#### *Planning*

- Develop initial Means & Methods for projects prior to handoff to project Triangle.
- Work with newly-assigned project teams during the planning phase to brainstorm the project schedule and evaluate how existing commitments and available resources are impacted.
- Contribute to consistency in project schedules, provide meaningful companywide information, and influence project team decisions, workplan, and efficiency.
- Champion efficiency and process improvement initiatives to ensure maximum effort to meet the QBL (Quadruple Bottom Line: Time, Budget, Employee Morale, and Customer Satisfaction).
- Assist other department heads in means and methods, estimation, and troubleshooting for solutions. Attend planning meetings to help ensure project scope is understood.
- Evaluate work scheduled to ensure that it meets timelines, budgets, and project specifications indicated by approved project documentation.
- Facilitate brainstorm sessions after Project Handoffs. Ensure that project teams own their schedules by providing guidance as they strategically plan their projects.

- Review shop drawings before release to floor.

#### *Communication*

- Keep Senior Management, Sales, Shop Managers, and Project Teams fully informed of scheduling and resource demand conflicts.
- Provide support to Sales and Estimating in understanding our capacity relative to the schedule and help communicate a Means and Methods approach for developing an estimate.
- Ensure relevant information is being recorded in Procore and Epicor as needed.
- Develop and update capacity and capability metrics for all disciplines.
- Work with Project Administrator to ensure that all project documentation is of a consistent format and that initial project documentation is completed.
- Maintain a positive and supportive work environment that encourages the sharing of information and ideas.

#### *Scheduling*

- Author and maintain the Master Schedule, showing all projects in their relative timelines and when various disciplines are impacted.
- Assume responsibility for the coordination and distribution of the company Master Schedule.
- Illustrate where we have bandwidth and opportunities when schedules change so that we can be agile enough to pivot efficiently.
- Communicate scheduling issues and support Production and Project Teams in solving conflicts.

#### *Budget and Finance*

- Track, monitor, and communicate resource needs in a timely fashion to mitigate the costs associated with overtime, extra shop space, and over-hires.

#### **Qualifications Required:**

- High school diploma or equivalent
- Experience and understanding of process flow in a job shop
- Strong organizational skills
- Ability to track multiple efforts across varying timeframes
- 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
- Strong understanding of Pacific Studio methods and processes
- Functional knowledge of Epicor
- Functional knowledge of Procor