

## JOB DESCRIPTION-PACIFIC STUDIO, INC.

Job Title: **Install Technician**  
Reports to: **Production Director**  
Supervises: **None**

FLSA Status: **Non-Exempt**  
Pay: **Full time, Hourly**

**Position Summary:** The Install Technician is responsible for installing exhibit parts based on exhibit drawings within the standards and directives of the Lead Fabricator, on install. The main objective is to take finished museum exhibit components-according to the client's vision and make it reality.

**Competency:** The Install Technician is comfortable with and capable of executing the core of their job description. They are able to mentor others in a broad range of topics. They are capable of independent action, but need initial supervisor direction and regular check-ins. They can handle more complex work based on the job description and are comfortable stepping out of their role for some discreet or short term responsibilities. They are actively learning about the rest of the company and have significantly improved on or mastered a few skills and duties of other departments.

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

- Fitting, cutting, and assembling of all exhibits per the drawings and direction from the Lead Fabricator
- Confirm an understanding of required outcomes with the Lead Fabricator before commencing with installation
- Initiate review of exhibit components by the Lead Fabricator on a regular basis
- Unpack projects and components that have been shipped as directed
- Participate in the installation effort
- Perform site cleanup and basic tool collection daily
- Work within the budgeted hours
- Record time accurately in Epicor
- Accurately document all stock materials used and or needed for the install process
- Maintain knowledge and skills in all areas of installation
- Report all injuries, potential work area hazards, and unsafe practices to the Lead Fabricator or site Supervisor immediately
- Maintain a positive and supportive work environment that encourages the sharing of information and ideas-situational awareness and courtesy for fellow workers
- Performs other duties as assigned. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

### **Qualifications Required:**

- Basic math skills (decimals, fractions, equations)
- Previous experience in an art exhibit/finish carpentry/trade show type environment
- Experience working from shop drawings and verbal instruction
- Experience with and proper use of, a wide variety of hand and power tools, reading measuring devices
- Not entry level
- Ability to travel out of town, state, and country for extended installations
- Ability to work beyond normally scheduled hours to include nights, weekends, and holidays
- Must be able to communicate easily and clearly in English, both written and spoken
- Must be able to legally work for any employer in the United States of America

**Qualifications Desired:**

- Experience with fabrication/manufacturing, surface finishing and layout, site installation
- Experience fabricating & installing objects made with steel, aluminum, stainless steel for both interior and exterior designs
- Experience fabricating & installing objects made from hardwood and plywood for both interior and exterior designs
- Experience fabricating & installing objects made from plastics for both interior and exterior designs
- Experience with maintaining/creating aesthetic qualities of a high-end finish
- Ability to work with metric measurements
- Three to five years of previous experience in a custom fabrication shop, fine finish carpentry, tradeshow and or similar type installations
- High School graduate or GED

**General Sign-off:** The employee is expected to adhere to all Pacific Studio, Inc. policies and procedures.

*I have read and understand this explanation and job description:*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_