



Pacific Studio is a nationally-recognized Museum Exhibit Design and Fabrication Company, dedicated to producing unforgettable experiences. We build value, function, and engagement into everything we make. Pacific Studio blends Old World craftsmanship with emerging technologies to produce unparalleled environments. From hand-painted murals to fine woodworking and digital interactives, we set the

bar for quality. With 100+ skilled technicians, 40,000 square feet of manufacturing space, 30 years of experience, and the highest standards in design, fabrication, and craftsmanship, we are dedicated to our craft and proud of our impeccable results.

Pacific Studio currently has an exciting opportunity for a talented and experienced **Project Coordinator** to join our team! The Project(s) Coordinator acts primarily as administrative support for projects and will work across departments to help facilitate clear project communication. The primary role of the Project Coordinator is to ensure project task clarity within Technical Design and Fabrication. The purpose is to ensure project workflow meets the project schedule and budget. This position will review current and future project resource demands and create, maintain, and analyze an internal project production schedule reflecting project needs. The Project Coordinator is responsible for analyzing the project's progress and communicating that information to Project teams and Shop Managers. That person will be joining a team of creative people who are building unique museum exhibits and are passionate about making a lasting cultural difference. Teams at Pacific Studio work on several projects at once, requiring all members to be quick on their feet, efficient, and precise. The ability to work collaboratively is vital.

Essential Functions and Responsibilities:

Planning & Analysis

- Participate in brainstorm sessions with newly assigned project teams after Project Handoffs and during the planning phase to understand the project schedule and resource requirements.
- Evaluate that work scheduled meets timelines, the budgets, and project specifications indicated by approved project documentation.
- Process – Ensure work processes are followed and upheld; confirm that other internal functions within Pacific Studio receive critical project information to complete all work within established deadlines.
- Review the quality of the work completed by the project team on a regular basis to ensure that it meets the project standards.
- Analyze and report on project metrics and other findings during the life of a project.
- Track progress of the detailed work plan that identifies and sequences the activities needed to successfully complete the project. Ensure that all project team members understand and follow the plan.

Communication

- Communicate regularly with project teams to ensure the work plan is understood and followed.
- Attend project production meetings and report on project milestone status.
- Keep Shop Managers and Project Teams fully informed of scheduling and resource demand conflicts.
- Communicate with Purchasing and Technical Coordination to ensure proper materials are selected and procured on time.
- Communicate with team members to ensure samples/prototypes are created and shop drawings and samples/prototypes stay within the project budget and schedule.
- Communicate with Install Lead and other key team members to coordinate install activities including work with other trades on site. Be physically present for installations as needed.
- Help resolve differences between Fabrication and Technical Design pertaining to project.
- Ensure relevant information is being recorded in Procore and Epicor as needed.
- Maintain a positive and supportive work environment that encourages the sharing of information and ideas.

Scheduling

- Understand the project schedule. Assess how work in production impacts the schedule and changes to the schedule impacts production.
- Mediate/moderate any scheduling issues, maintaining a, collaborative, and pleasant workplace. Support project teams in problem solving.

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.
- Ensure the project deliverables are on time, within budget and at the required level of quality.

Qualifications Required:

- Minimum three years of project management/coordination experience in a manufacturing environment
- Minimum three years' estimating, accounting/billing, contract negotiations and scheduling
- Substantive experience in the domains of fabrication, exhibit design, labor allocation, installation, logistics, and personnel management
- Experience and understanding of process flow in a job shop similar to Pacific Studio
- Ability to track multiple efforts across varying timeframes
- Experience with office and enterprise software including or similar to MS Word, Excel, Smartsheets, and manufacturing software
- Business math and writing skills
- Experience reading and understanding construction drawings
- Knowledge of production methods for graphic signage, wood, and metal fabrication
- Basic knowledge of electronics, AV equipment, lighting of exhibit galleries
- College level education in related field
- Ability to travel out of town, state, and country for extended installations
- Must be able to communicate easily and clearly in English
- 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 Procore

How to Apply

If interested in this position, please e-mail your resume to careers@pacificstudio.com.

Join, Learn, and Have Fun

Pacific Studio provides a competitive benefits package and a culture that promotes employee performance and success. Benefits include generous medical, dental, and retirement options, three weeks of leave per year and seven 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.