



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 Manager** to join our team! The person in this position is responsible for managing all aspects of a project from handoff by the sales team to the successful installation of the project on time and within budget while meeting the expectations of the client, contract, and strategic goals of PS. 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.

Pay: Salaried DOE

Benefits: 401(k), 401(k) matching, Dental insurance, Employee assistance program, Flexible spending account, Health insurance, Health savings account, Life insurance, Paid time off, Paid holidays, Vision insurance

Official working hours: Monday thru Friday 8:30am-4:30pm (open for discussion)

Position Summary:

Plan the Project

- In collaboration with the sales team, project advisors, and senior management, define the scope of the project.
- Evaluate the sales contract, and determine the resources (time, money, equipment, etc.) required to complete the project.
- Develop a schedule for project completion that effectively allocates the resources to the activities. Provide adequate contingency to allow for unforeseen constraints.
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
- Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as needed.
- Identify, maintain, and communicate to staff the objectives and measures upon which the project will be evaluated at its completion.

Client Relations

- Represent Pacific Studio during client/design reviews and installations.
- Act as primary client liaison throughout the life of the project; ensure client needs are addressed.
- Ensure client needs are communicated to the core project team and project team supports the goals of the client.

Staff the Project

- In consultation with appropriate management, determine core team for the project, to include Lead Fabricator, Lead Drafter, and any other core skilled staff that must be involved (Interactives, Graphics, etc.).
- Act as primary lead with the core team to keep the project on time and on budget, making adjustments as needed throughout the life cycle of the project.
- Communicate with all project staff consistently and proactively throughout the project.

- Contract qualified subcontractors to work on the project as appropriate; negotiate contracts, payment schedules, and deliverables.

Manufacturing Process

- Participate in “engineering” processes, including determining means, methods, and materials used and identifying subcontract operations; complete a revised plan with the team.
- Identify prototyping needs and manage prototyping process.
- Work with take-off department to ensure proper materials are selected and procured on time.
- Work closely with detailing department to create shop drawings and with skilled team members to create samples/prototypes; ensure drawings and samples/prototypes stay within the project budget and schedule.
- Work closely with lead fabricator to provide specific direction/expectations to the fabrication staff.

Implement the Project

- Facilitate meetings with client, designers, general contractors, and in-house production staff; maintain a high level of professionalism.
- Execute the project according to the project plan.
- Make project purchases following established Pacific Studio protocol while maintaining the project budget.
- Maintain all project documentation, including but not limited to signed master contract, signed subcontracts, subcontractor insurance, bonds, meeting agendas/minutes, and approved client submittals.
- Maintain project documentation and information for warranty support; ensure core project team follows up to create documentation.
- Manage Installation: plan and schedule staff travel to site/accommodations; manage shipment of exhibits to site; ensure safe work site for staff and general public; handle building permits and inspections (structural, electrical, fire); keep client informed of progress; resolve concerns. Be physically present for installation as needed.
- Ensure that all project information is appropriately documented and secured in PS database (Epicor). Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.

Control the Project

- Report on the project for management and for clients.
- Ensure that the project deliverables are on time, within budget, and at the required level of quality.
- Communicate consistently with project advisor, asking for input and intervention as needed.
- Monitor and approve all budgeted project expenditures; ensure that all financial records for the project are up to date.
- Balance end of month budget and work effort to properly invoice client, per contract, client format, and PS accounting standards.

Evaluate the Project

- Evaluate the outcomes of the project as established during the planning phase.
- Facilitate project review meetings and ensure that all process improvement information is documented for future projects.

Qualifications Required:

- Minimum three years of project management experience in a manufacturing environment
- Minimum five years of managing projects greater than \$100K and with a diverse group of stakeholders
- Minimum three years of estimating, accounting/billing, contract negotiations, and scheduling
- Substantive experience in the domains of fabrication, exhibit design, labor allocation, installation, logistics, and personnel management
- Experience with office and enterprise software including or similar to MS Word, Excel, Project, and manufacturing software
- Some familiarity with AutoCAD or similar software
- Basic understanding of contract laws and components
- Business math and writing skills

- Experience reading and understanding construction drawings
- Knowledge of production methods for graphic signage and for wood and metal fabrication
- Basic knowledge of electronics, AV equipment, and 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, both written and spoken
- Must be able to legally work for any employer in the United States of America

Qualifications Desired:

- Previous project management experience in an art/production/manufacturing type environment
- Previous basic experience with Epicor

Application Question(s):

- Do you have at least 3 years of project management experience in a manufacturing environment?
- Do you have at least 5 years' experience managing projects greater than \$100k with a diverse group of stakeholders?
- How much experience do you have with budgeting & scheduling?
- How much experience do you have in project management within the construction industry?
- How much experience do you have interpreting blueprints/shop drawings?
- Describe your knowledge of production methods for graphic signage and for wood and metal fabrication?
- Describe what basic knowledge you have of electronics, AV equipment and lighting of exhibit galleries?
- Are you able to travel out of town, state, and country for extended installations?

Education: Bachelor's (Preferred)

Language: English (Required)

License/Certification: Driver's License (Required)

Shift availability: Day Shift (Required)

Work Location: Multiple Locations

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.