



Pacific Studio is looking for a **Project Manager** to join our team! The **Project Manager** 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 Pacific Studio.

Essential Duties and Responsibilities:

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

Pacific Studio is a nationally-recognized Museum Exhibit Design and Fabrication Company, dedicated to producing unforgettable experiences. Pacific Studio provides a competitive benefits package and a culture that promotes employee performance and success. Benefits include generous medical, dental and retirement options, two weeks of leave per year, with 7 paid holidays.

How to apply:

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

No PHONE CALLS PLEASE.

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.