

## Description

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Are you an organized, positive, and collaborative Project Management professional interested in leading multidisciplinary teams as part of our custom Design | Build Firm? Join us.

Turner Exhibits is a custom design and fabrication firm, led by ideas and a culture of collaboration. Innovation and creativity are at the heart of our kinetic architecture, interpretive exhibit, and immersive environment project portfolios. The diverse perspectives of your future colleagues and clients will inspire and challenge you to be extraordinary as you create transformational and memorable experiences. We partner with pioneers of technology, discerning homeowners, cultural institutions, and design leaders to develop custom solutions that are expertly crafted, durable, and safe.

This position is a member of the Project Management Team. It is exempt, full-time, and reports directly to the President.

## Your Role at a Glance

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As a member of a multidisciplinary design, fabrication, and installation team, you will plan, coordinate, and direct custom kinetic architecture and permanent exhibit projects for private, corporate, and not-for-profit clients located throughout the U.S. and Canada. You will plan and lead all aspects of the project's lifecycle, including planning, estimating, design, fabrication, construction administration, and maintenance. Additionally, in partnership with your Account Manager, you will represent Turner Exhibits in our project relationships with clients, vendors, design partners, and organizations or individuals responsible for enforcing code/standard requirements.

This position will offer you opportunities to grow within the firm and give you exposure to an innovative, fast-paced, and highly collaborative environment.

## In Your New Role, You Will

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- Attend client meetings, often with Account Manager and/or Designer.
- Proactively set and manage client expectations with regular project status updates.
- Author project proposals and change agreements.
- Create budgets and progressively refine project estimates – working from rough order of magnitude (ROM) estimates to guaranteed maximum price (GMP) fixed bids.
- Compose and proactively manage project schedules.
- Anticipate and plan for project staffing, shop space, tools, machines, equipment, vendor expertise, and financing.
- Make or approve all project-related purchasing, including sourcing components, evaluating vendors, and administering subcontracts.
- Generate client invoices, update schedule of values (SOV) documents, and validate project forecasts each month.
- Author closeout documentation, including as-built drawings, operations and maintenance manuals, project archives, and warranties.

### What You Will Need to Succeed

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- Curiosity and interest to learn.
- Significant industry knowledge relevant to industries served (architecture, exhibits, art).
- Strong organizational skills: ability to manage, prioritize, and delegate concurrent and competing tasks while efficiently and effectively communicating task and project status.
- Active listening proficiency.
- Effective written, verbal, and visual communications skills.
- Calm, controlled demeanor – ability to navigate conflicts, identify issues, facilitate discussions, and work with others to solve complex problems under pressure.
- Planning skills – ability to anticipate customer needs, resource requirements, and proactively identify potential challenges.

### Additional Requirements

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- Valid WA state driver’s license, enhanced driver’s license, or valid passport.
- Valid WA state automobile liability insurance.
- Willingness to travel for site surveying and installation supervision.
- Ability to perform work in U.S. and Canada (no felony arrest record).
- Ability to safely lift 50 pounds.
- Willingness to participate in customer-required drug testing.

### Benefits

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In addition to a dynamic and creative culture, Turner Exhibits provides a generous benefits package that includes paid time off, (10) paid holidays, employer-supported health and dental plans, SIMPLE IRA match, a company-wide bonus program, and selected support for continuing education. Turner Exhibits is committed to total compensation practices that are fair, competitive, and reflect internal pay equity. At the time of posting this job, the salary range for this position in Lynnwood, Washington is between \$60,000 and \$80,000 annually. Total compensation offers are based on experience, education, and internal pay equity between employees with like-type roles and responsibility.

### Application Instructions

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Reply with Resume to [Info@TurnerExhibits.com](mailto:Info@TurnerExhibits.com).

No Calls Please.

### Company Information

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