

Description

Are you an organized, positive, and collaborative design or production professional with interest in the built environments of kinetic architecture and immersive environments? Do you have education or experience in the worlds of design or construction? If so, please read on.

Turner Exhibits is a custom design and fabrication firm, driven by ideas and a culture of collaboration. Innovation and creativity are at the heart of our work. 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 technology pioneers, nationally recognized leaders in the world of design and construction, discerning homeowners, and cultural institutions to develop custom solutions that are expertly crafted, durable, and safe.

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

Your Role at a Glance

As a Production Assistant, you will assist the President and members of the Project Management team with operational and project tasks. You will support both internal and external projects, support facility operations, and contribute to defining processes and best practices.

This position offers opportunities for growth within the firm and exposure to a dynamic, collaborative, multi-disciplinary, design-build environment.

In Your New Role, You Will

- Assist with marketing and sales queries, ensuring timely and professional responses.
- Manage internal process changes and drive process improvements across the organization.
- Support aspects of internal operations including facility operations, software licensing, and training opportunities.
- Support the project management team by contributing to both internal and external projects.
- Track staff assignments, monitor project progress, and maintain accurate revenue projections.

What You Will Need to Succeed

- Curiosity about custom design-build work.
- Education or industry knowledge relevant to the industries served (architecture, exhibits, construction, art).
- Strong organizational and planning skills, with the ability to manage multiple tasks and priorities effectively.
- Excellent written, verbal, and interpersonal communication skills.
- Active listening proficiency.

- Strong organizational and planning skills – ability to prioritize, escalate, and complete concurrent and competing tasks while efficiently and effectively communicating status.
- Proficiency in managing software tools and systems, with the capability to assist with training and troubleshooting.
- Calm, controlled demeanor – ability to navigate conflicts, identify issues, facilitate discussions, and work with others to solve complex problems under pressure.

Additional Requirements

- Valid WA state driver’s license, enhanced driver’s license, or valid passport.
- Valid WA state automobile liability insurance.
- Ability to perform work in U.S. and Canada (no felony arrest record).
- Ability to participate in on-site field measurements, surveying, design workshops, and quality assurance.
- Willingness to participate in customer-required drug testing

Benefits

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 hourly range for this position in Lynnwood, Washington is between \$20.00/hr. and \$22.00/hr. Total compensation offers are based on experience, education, and internal pay equity between employees with like-type roles and responsibility.

Application Instructions

Reply with Resume and Portfolio (PDF, 7 Meg max) to Info@TurnerExhibits.com.

No Calls Please.

Company Information

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