

**RES Exhibit Services LLC
Job Description**

JOB TITLE: Sr. Exhibit Designer (Prospective)

DEPARTMENT: Creative Services

FLSA STATUS: Exempt

REPORTS TO: Vice President Creative Strategy

SUMMARY: The Sr. Exhibit Designer is responsible for development, presentation and specifications for all new business exhibit designs. Works under supervision of the Vice President Creative Strategy. Oversees the work for Jr. Exhibit Designer when assigned.

Job Results, Essential Functions & Measures
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Productivity (60%)

- Development, presentation and specifications for all new business exhibit designs
- Efficient use of resources & materials
- Deliver finished product on specified deadlines.
- Beat time allocations
- Work within project budgets
- Maximize productivity of RES investment in exhibit design hardware & software
- Operation of computer, software & file management system
- Implementation of new software, production techniques and design trends
- During slower prospective business periods, assists with existing client design needs.
- Other duties as may be assigned.

Communication (20%)

- Visual, verbal & written presentations
- Effective communication of design intent & specifications
- Awareness of department schedules and workload
- Participate in project & departmental meetings
- Shares ideas and receives feedback in all matters related to exhibit design
- Documentation & training of design processes
- Works effectively with team and peers

Quality Control and Maintenance (20%)

- Set & Maintain relevant, exceptional & competitive design standards
- Keep hardware & software running in tip-top condition
- Ensure work environment is clean
- File system maintenance
- Regularly introduces new offerings, techniques and ideas
- Maintain library of resources, materials, techniques
- Responsible for organizing and maintaining job archives.
- Accuracy & completeness of all documentation

Position Qualifications	
Education & Experience	Mathematical Skills
Bachelor's Degree in Design with 5-7 years of experience working in a 3D design role.	Basic math. Ability to calculate figures and amounts such as proportions, percentages, dimensions and ratios. Ability to measure. Ability to manipulate scale & proportion. Basic Geometry.
Organizational Skills	Reasoning Ability
Extremely important! During busy season: concurrently manage multiple shows, multiple clients, multiple graphics within each exhibit; each graphic may contain multiple components. Must manage version control throughout approval process. Position requires policing design server for excessive files & archiving.	Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Confident & independent decision making.
Computer Skills	Physical Demands
Syteline: Basic Skill Level Microsoft Office: Intermediate Skill Level Max, AutoCAD, Photoshop, Indesign: Expert Skill Level V-Ray, Inventor, Photography: Intermediate Skill Level	While performing the duties of this job, the employee is regularly required to use hands to operate office equipment such as a computer, camera, copier, fax and other office equipment. The employee must occasionally lift/move up to 45 pounds. Long days during busy season. Climb stairs.
Language Skills	Work Environment
Ability to interpret documents & design drawings such as brand guidelines, booth elevations, creative briefs, and procedure manuals. Strong verbal communication skills when dealing with internal customers. Ability to respond to common inquiries or complaints from customers, vendors, regulatory agencies, or members of the business community.	The noise level in the work environment can be loud in production areas. Hearing protection is provided as an optional use. Design room is cold in summer & hot in winter. Must comply with safety & dress codes for all production areas.

This job description is a summary of the job duties and requirements that represent the general nature and level of work being performed. This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees. In addition to the above, all employees are expected to read, understand, and comply with company policies and procedures, regulatory expectations, quality and department standards, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.