



RES Exhibit Services LLC

JOB TITLE: Sr. Textile Fabrication Specialist

DEPARTMENT: Creative Services

FLSA STATUS: Non- Exempt

REPORTS TO: Director

SUMMARY: The Senior Textile Fabricator is responsible for all pattern-making, sewing, and fitting of all soft-goods (banners, framed signage, upholstery, bags, etc) as well as inventory accounting, and equipment maintenance.

Essential Functions

Production (60%)

- Pattern-making, sewing, fitting
- Efficient use of materials
- Deliver finished product on specified deadlines
- Beat time allocations
- Maximize productivity of RES investment in textile fabrication tools & equipment
- Introduce innovative new offerings, techniques & materials

Communication (20%)

- Awareness of department schedules and workload
- Ensure proper manufacturing specifications & installation instructions of all soft-goods.
- Participate in project & departmental meetings
- Provide leadership & share expertise in all matters concerning soft-goods.
- Documentation & training of production & maintenance processes

Quality Control and Maintenance (20%)

- Set & Maintain exceptional production standards
- Create schedule & perform equipment maintenance
- Ensure all areas are clean and all safety standards are adhered to. Document all processes.
- Maintain an adequate supply of materials through a standard cycle count procedure at RES.
- Complete requisitions for additional materials/supplies as needed per project.
- File maintenance

Time Management ⇨ Manages multiple priorities and maintains effective levels of customer service.

Problem Solver ⇨ Looks beyond the obvious and doesn't stop at the first answers.

Position Qualifications

Education & Experience	Mathematical Skills
High School Diploma and 5-7 years experience within a textile fabrication environment. Must have experience with fitting fabric to large scale frames. Upholstering is a bonus.	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 jobs. Must manage version control throughout approval process. Position requires policing design server for	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 &

excessive files & archiving.	independent decision making.
Computer Skills	Physical Demands
<p>Syteline: Basic Skill Level Microsoft Office: Intermediate Skill Level (must be able to create their own fabric pattern drawings either by hand or CAD program)</p>	<p>While performing the duties of this job, the employee is regularly required to use hands to operate office equipment such as a computer, in addition to cutting & sewing tools & machinery. The employee must occasionally lift/move up to 45 pounds. Long days during busy season. Climb stairs.</p>
Language Skills	Work Environment
<p>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.</p>	<p>The noise level in the work environment can be loud in production areas. Hearing protection is provided as an optional use. Must comply with safety & dress codes for all production areas.</p>

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