



Exhibit Services, LLC

RES Exhibit Services LLC

JOB TITLE: Traffic Manager

DEPARTMENT: Creative Services

FLSA STATUS: Non-Exempt

REPORTS TO: President and CEO

SUMMARY: The Traffic Manager is responsible for coordinating scheduling and traffic of all creative and graphic production jobs, and assists the Creative Department on initiatives and administration.

Essential Functions

Productivity (70%)

- Maintain an active job list (daily traffic report) including, but not limited to job number, brief description, team assigned, internal and/or client review dates, and release/ship due dates.
- Lead daily scheduling meeting to route jobs internally for review, following the creative process procedure. (morning meeting)
- Develop and distribute daily, monthly, quarterly and annual labor trends and design reports for Executive Team.
- Schedule creative jobs according with the following guidelines:
 - Skill set (select the appropriate talent fit for the job)
 - Availability (Manage schedules to select available talent, or shuffle jobs to accommodate the new request)
 - Project Scope (assign the appropriate team members based on the needs and scope of the project).
- Communicate upcoming deadlines internally to creative team members.
- Run daily production reports using Syteline and Vault:
 - Syteline: Daily Labor, Punch vs Post, Creative Schedule, Stop Jobs
 - Vault: Exhibit Design and Engineering reports to ensure projects are assigned.
- Develop project schedules with CSM's, PM's, the Shop and Graphic Production. Oversee production schedule to ensure Creative and Graphic Design deadlines are met. (4:30pm warehouse and Production Wednesday meeting)
- Participate in project download brainstorming sessions, design reviews, QC checks and production approval meetings.
- Help coordinate freelance and vendor support for various projects.
- Reconcile daily time tracking in Syteline. Manage labor reporting for Creative and Graphic Production Teams.
- Close all completed departmental jobs in Syteline.
- Partner with Purchasing for Purchase Orders related to Graphic Production and Creative Team and follow up to ensure deadlines.
- Complete and submit Overtime requests for Creative and Graphic Production teams and ensure building access and management availability during off hours and weekends.
- Manage schedule for entire creative team which includes monitoring and approving time off requests (TORFs/PTO/Other leave reasons).
- Assist Director of Creative Services as needed in day to day activities. – Other duties as assigned.
- Submit IT Help Desk tickets for Creative and Graphic Production teams.
- Escalate challenges and deadlines issues to the appropriate lead per area

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 as noted in the RES Employee Handbook, regulatory expectations, quality and department standards, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

Graphic Production (10%)

- Manage Graphic Production Team for workload and performance standards.
- Review and assign work to Graphic Production Team daily.
- Follow up with print proofing approvals and process to ensure printing is approved and ready for production.

Quality Control, Maintenance, Inventory (20%)

- Prepare SOPs for each job function to ensure accuracy for back up to role.
- Ensure quality standards are followed in Graphic Production and Creative to avoid repeating work due to errors
- Review monthly maintenance books in Graphic Production to ensure maintenance on equipment is being followed.
- Maintain quality inventory for Graphic Production team at all times. Ensure safety stock is always on hand.
- Maintain integrity of computer, software, network and design environment; keep the equipment, network and office clean and maintained. Validating is gets done.
- Introduce innovative new offerings, techniques & materials.
- Responsible for organizing and maintaining job archives, validating and verifying
- Accuracy and completeness of all documentation. Validating and verifying

Position Qualifications

Education & Experience	Mathematical Skills
Bachelor's Degree or equivalent 4-year degree in business, communications or design preferred and 5-7 years professional work experience. Production, pre-press and printing knowledge preferred.	Basic math. Ability to calculate figures and amounts such as proportions, percentages, dimensions and ratios. Ability to measure. Ability to manipulate scale and proportion. Basic Geometry.
Organizational Skills	Reasoning Ability
Must be highly organized and attentive to details. Must be a strong communicator (both verbal and written). Must be able to negotiate with internal clients. During busy season: must be flexible to handle multiple priorities, constant change and last minute requests and motivate the internal teams to meet deadlines. Must have the "do what it takes" mentality.	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 and independent decision making.
Computer Skills	Physical Demands
Microsoft Office: Intermediate Skill Level ERP: Intermediate understanding of an ERP system, running reports and analyzing data. Vault: Intermediate understanding of how projects flow through a system, and willingness to learn new software.	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 and design drawings such as brand guidelines, booth elevations,	The noise level in the work environment can be loud in production areas. Hearing protection is

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creative briefs, and procedure manuals. Strong verbal communication skills when dealing with internal customers. Ability to respond to common inquiries or complaints from internal clients.	provided as an optional use. Must comply with safety & dress codes for all production areas. Must follow all safety guidelines as outlined in the RES Safety Manual dated 12/2012.
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