

## Director of Manufacturing

We are seeking an experienced Director of Manufacturing to lead our manufacturing operations within a fast paced trade show design company. Responsible for planning, organizing and directing production and facility operations: developing production objectives and strategies that support business goals; implementing processes to measure efficiency and profitability; developing and approving policies and procedures that ensure exhibits meet customer requirements and quality standards; ensuring production and warehouse issues are addressed; controlling allocation of material, human and financial resources; establishing and managing the budget.

### YOU NEED TO HAVE EXPERIENCE IN TRADE SHOW DESIGN MANUFACTURING

#### Responsibilities

- Responsible for day-to-day shop operation
- Train and develop shop personnel
- Ensure accurate capture and recording of manufacturing data (labor, materials, misc.)
- Maintain physical plant and equipment.
- Performs other duties in support of production.
- Participates in annual performance reviews.
- Participates in the hiring process.
- May act as an active member of project teams with Account Executive, Project Manager, Graphics Designer etc., participating in kick-off and status meetings, ensuring effective communication of timelines, deadlines, deliverables and pertinent details.
- Responsible for project accuracy according to project scope
- Managing both onsite and offsite warehouse and personnel
- Maintaining on time shipments, previews, check ins and an organized warehouse
- Oversee Graphic Production
- Manage estimating and the CAD Depts
- Compliance and Safety and Cost Management of the operations

**Requirements**

- Minimum of 10 years of exhibit manufacturing, or production experience
- Minimum of 7 years management experience
- Bachelor's degree preferred
- Demonstrated leadership skills.
- Knowledge of exhibit operations and procedures
- PC skills, proficiency in Microsoft Office Suite, Excel
- Excellent communication, organizational and time management skills
- Proven ability to multi-task, manage multiple priorities, meet deadlines.
- Mathematical aptitude
- Ability to work a flexible and demanding schedule.
- Proficient in reading construction drawings
- Problem solving

ProExhibits offers a robust benefits package including Medical, Dental, 401K, Vision, company paid Life Insurance, company paid Long Term Disability, Short Term Disability, and an onsite gym!

Please send resumes to [jtatro@proexhibits.com](mailto:jtatro@proexhibits.com)