OVERVIEW

The Exhibit CAD Detailer supports the Detailing Services Department by completing CAD Drawings based on 3D exhibit and event environment designs developed by the Concept + Design Department. Drawings must be completed to be utilized for installation of the exhibit on show site and also for fabricating individual pieces of the exhibit (such as counters, kiosks, wall panels, etc.) as necessary.

Roles and Responsibilities

Essential Duties and Responsibilities include but are not limited to the following. Other duties may be assigned. The duties and responsibilities as outlined in this Job Description may be changed from time to time by the Corporation, as it deems necessary, without further notice to the Employee.

- Collaborate with 3D Exhibit Designers ensuring a functional and realistic 3D design.
- Create production drawings for use in custom fabrication, procurement and install and dismantle applications. Drawings must include dimensions, recommended build materials, exhibit elevation views, quantities of materials, exhibit placement in show hall, potential suppliers and installer drawings.
- Operate peripheral equipment to prepare either full-size patterns or scaled drawings for construction.
- Setup all required jobs on AutoCAD files to run on CNC program.
- Responsible for scheduling the CNC machine for accurate and efficient completion of all jobs.
- Specify material, hardware, electrical/lighting specifications and building techniques in accordance with client requirements.
- Create and maintain a digital file list for use in creative department as new products are available and common.
- Create and maintain digital files of standard parts and materials for use in creative applications including Agam, Octanorm, truss systems and panel systems.
- Prepare layouts, patterns or scaled drawings for construction.
- Determine scale and performing mathematical calculations.
Provide accurate information for procurement and sales teams.

**Education and Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Accommodations will be made, up to undue hardship, for employees that advise accommodation is required pursuant to the prohibited grounds of the human rights legislation.

**Education**: Bachelor's degree (B.A. or B.S.) from four-year college or university; and 4+ years’ experience as an CAD Detailer in the exhibit industry or similar experience successfully executing projects and programs and/or training; or equivalent combination of education and experience.

**Language Skills**: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, proposals, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Skills**: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills**: To perform this job successfully, an individual should have knowledge of Excel Spreadsheet software and Microsoft Office Word Processing software, Microsoft PowerPoint and Outlook.

**Other**:
- 4-5 years experience as a production detailer required.
- 4-5 years working experience with Adobe suite of programs.
- Proficiency in AutoCAD software in 3D environment required.
- Strong interpersonal and communication skills are essential.
- Able to assertively present creative and functional ideas for projects.
- Innovative, creative problem solving skills.
- Possess advanced computer skills with proficiency in a PC environment.
- Demonstrated aptitude for Design and Structural Mechanics.
- Extremely detail oriented in filling out in production paperwork, and in completing detailed reports in a timely manner.
- Display excellence in knowledge of production materials and the extent to which these may be utilized in exhibit production.
- Able to read and discern information from production schematics.
- Able to design and create detail drawings with production in mind.
- Able to effectively explain and present finished work to Impact XM sales, creative, production and I&D departments.
- Highly disciplined, able and willing to follow a well-organized time management system.
and you possess multi-tasking ability.

- Experience programming a CNC machine is an asset.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**How to Apply**
Please send CV and salary expectations to Roger Baghramian at roger.baghramian@impact-xm.com

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