PROJECT COORDINATOR-EXHIBIT INDUSTRY

Posting ID: EM16A293E7  
Company Website: http://www.mgdesign.com/

Company: MG Design Associates  
Work Location: Pleasant Prairie, WI and Henderson, NV

Position Type: Full-Time  
Salary: 

College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Entertainment Engineering (EED)  
College Level(s): Undergraduate-Senior

OVERVIEW

Entry level Position - Preparing set up and construction drawings based on customer and/or sales specifications. Recommend appropriate materials to be used. Review submitted projects and complete each project within the assigned timeframe.

Roles and Responsibilities
Prepare set up drawings based on customer and/or sales specifications using Auto CAD drafting and model components in 3D  
Complete software programming for each job to ensure that the exact design is cut to the shape desired  
Determine scale and perform necessary mathematical calculations  
Prepare layouts, patterns and/or scaled drawings for construction  
Print either full-size patterns or scaled drawings for construction  
Specifying material, hardware, electrical/lighting specifications and building techniques in accordance with customer requirements.  
Maintain materials records  
Input data for each project to track the jobs progress  
Communicate frequently with project team members to update the job progress or make design changes. Participate in design/production meetings and client discussions as needed  
Prioritize workload and communicate issues to ensure on time completion of jobs

Education and Qualifications
High school diploma or GED required  

4 Year graduate degree in Architecture, Construction, Project Management or related field.
**Preferred Skills**
Advanced level of 3D and 2D AutoCAD drafting software.

Excellent math and/or geometry skills. Demonstrated knowledge of drafting.

Engineering, building techniques and mechanical aptitude.

Working knowledge of CNC programming software a plus.

**How to Apply**
http://www.mgdesign.com/careers