

POSITION: Solidworks Detailer

REPORTS TO: Creative Director/President

ROLE: The ideal candidate will be able to design, develop and test all aspects of mechanical components, equipment and machinery. Typical projects include kiosk design, display cases, security locks and exhibits. The applicant shall be able to apply knowledge of engineering principles to design such products. The candidate may be involved in fabrication, operation, application, installation, and/or repair of mechanical products.

RESPONSIBILITIES INCLUDE:

- Compare and evaluate possible courses of decisions by use of discretion and independent judgment; make recommendations for decisions after various possibilities having been considered.
- Analyze and detail Exhibit and Retail Display designs into accurate drawings depicting manufacture methodology. Create and publish the bill of materials for the same.
- Prepare accurate drawings and/or files for manufactured parts and sub-assemblies that facilitate accurate and effective communication to vendors and suppliers for the purpose of manufacture.
- Assist the Design department in producing technical Solidworks and AutoCAD illustrations for presentation to ImagiCorps' clients, and ensure that design concepts are functionally based, accurate in their detail, and complete in their content.
- Interface with Design, Engineering and Manufacturing to identify the best path toward completion of the various elements within the jobs and products.
- Research and recommend the use of materials that are new and that integrate into existing projects, in order to keep an informed competitive performance edge. Apply the latest in technological advances to the products we create and sell.
- Provide customer service to ImagiCorps' clients by developing solutions to problems or challenges as they occur at any point in the project by completing detailed construction documents and reports.
- Record daily all hours worked in a manner consistent with ImagiCorps' time card policy.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

- College degree or equivalent work experience required
- Familiarity with mechanism design of hardware components use to construct such things as kiosks, display cases, security locks, etc.
- Ability to determine and apply loads and analyze static structures.
- Knowledge of materials with respect to strength, machinability, ability to weld, and typical use in commercial applications.
- Experience in finding and utilizing the latest in materials use.
- Ability to respond appropriately to constant change and perform and prioritize multiple tasks as dictated by the President in the service of ImagiCorps' clients.
- Working knowledge of Microsoft Office, Solidworks and AutoCAD.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Comfortable in a warehouse/manufacturing environment. Willing to get hands dirty if necessary.

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POSITION: Graphic Designer

REPORTS TO: Creative Director/President

ROLE: Responsible for illustrating design concepts in Adobe CS4, Microsoft Office or by hand, formatting all files for output by printers per specific use, and application of artistic filter to all work ImagiCorps is hired to perform for its clients by utilizing ImagiCorps' licensed software in the most efficient and productive manner possible.

RESPONSIBILITIES INCLUDE:

- Utilizing the latest available software, develop and design concepts based on strategic insight with superior creative skills.
- The ideal candidate will have sensibility for both 2D and 3D design: there should be no limit to your creativity
- Collaborate with other design members in the refinement of design concepts. Test the concepts' validity and applicability within the parameters of the design problem or issue at hand.
- Analyze and recommend ways to improve efficiency in designing and documenting design concepts
- Format all files for printing, screen printing, vinyl application, or other output means as required. Applicant should have a deep understanding of creating mechanicals for print and production
- Achieve a minimal error rate in design content demonstrating the ability to question effectively and model the clients' needs.
- Design all concepts in a manner consistent with the level of work currently being performed, and within the context set forth by the Design Director and Creative Director.
- Web design capability and technical know-how is a bonus.
- Become and stay aware of current marketing trends and promotional concepts at work in the world through constant market research, as instructed and provided by the President and Creative Director.
- Perform various design projects to accommodate the daily flow of business within the context of ImagiCorps and its needs as assigned by the Creative Director.
- Record all hours worked in a manner consistent with ImagiCorps' policy.
- Back-up files as required by the Creative Director and Management Staff.
- Provide recommendations for printing methods and materials to best suit the needs of each project.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

- 4 Year college degree or equivalent.
- Three plus years' experience in 3D Max, Adobe Creative Suite software skills.
- Event, Exhibit and Retail Display industry experience required.
- Ability to perform and prioritize multiple tasks and to respond appropriately to constant change in direction.
- Possess excellent written, oral communication and software skills.
- Comfortable working and participating in a "creative" environment.

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POSITION: 3D Max Designer

REPORTS TO: Creative Director/President

ROLE: Responsible for creating, illustrating, and rendering design concepts in 3D MAX by utilizing ImagiCorps' licensed software in the most efficient and productive manner possible.

RESPONSIBILITIES INCLUDE:

- Utilizing the latest available 3D Max software, create and develop design concepts as directed by the Creative Director and/or the Directors and Project Managers.
- Collaborate with other design members in the refinement of design concepts and improve work flow. Test the concepts' validity and applicability within the parameters of the design opportunity by participating in peer review.
- Analyze and recommend ways to improve efficiency in work flow process, rendering and documentation.
- Review all title blocks, and finished product against work order to achieve a minimal error rate in design content.
- Work to optimize memory allocation within your desk top at ImagiCorps when required.
- Continuously review the Company provided periodicals for new design ideas in interior design, bar design, hospitality design, briefing center design, retail design, interpretive center design and work place design.
- Become and stay aware of new materials used in novel ways. Share those new discoveries with the Design Suite members and management. Create an in house weekly review.
- Create self-promotional messaging, animations, and marketing sales messaging as required – on time – as directed by the Creative Director, Directors and Project Managers.
- Create and illustrate effective instruction sets for our retail display products and other projects as assigned.
- Rigorously complete education requirements as directed by the Creative Director and/or President.
- Record all hours worked in a manner consistent with ImagiCorps' policy. Turn time cards in daily.
- Back-up files daily as required to save the work and maintain file integrity.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

- 4 Year college degree or equivalent.
- Three plus years' experience in 3D Max, Adobe Creative Suite software skills.
- Event, Exhibit and Retail Display industry experience required.
- Ability to perform and prioritize multiple tasks and to respond appropriately to constant change in direction.
- Possess excellent written, oral communication and software skills.
- Comfortable working and participating in a "creative" environment.

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POSITION: Project Manager

REPORTS TO: President

ROLE: Responsible for the management and coordination of projects in concert with other departments to meet the overall project goals in terms of scope, quality, budget and schedule.

RESPONSIBILITIES INCLUDE:

- Obtain information on new projects from Sales/Account Representative and manage project and element design in concert with the client. Develop strategy options for meeting project goals and review project path with Account Representative and President at start-up meeting.
- Develop a project budget and submit to President and Accounting for approval. Coordinate with all departments in directing projects to meet budget parameters sold to the client. Assist in bringing the budget in on target.
- Complete work orders for design requests including a detailed written concept in order to facilitate the professional, accurate creation of design specifications and to communicate ideas and plans for the client. Submit to President for approval.
- Complete all project-related purchase order request forms in a timely fashion. Provide purchasing as much info as possible to expedite the acquisition of needed materials to complete jobs sold. Monitor performance in terms of quality and schedule.
- Create a detailed bill of materials to provide the Warehouse Manager with a complete list of goods to be shipped. Verify inventory prior to committing to the client. Coordinate with President, Production Manager, and Warehouse Manager on shipping details.
- Manage project timeliness and insure follow-through of all steps of the project. Write reports detailing progress of project; schedule weekly meetings with President to provide project status updates. Complete all paperwork necessary to organize, advance, manage and track project according to established procedures.
- Specialize in crisis prevention by planning activities in advance.
- Participate in programs and activities to improve management and other skills for the overall benefit of ImagiCorps. Strive to be informed about industry and market trends through seminars, periodicals and professional affiliations.
- Work with Accounting to create a budget analysis, to generate an invoice, and to close the file once the project is complete. Meet with Account Manager and President to discuss results of the project. Create a post summary report utilizing information and photographs to present to the client and to use as a reference tool for future projects.
- Serve as ImagiCorps' ambassador and act to improve the perception of ImagiCorps' execution of projects and confidence in the firm in general. Manage ImagiCorps' resources to maximize projects and goodwill.
- Record daily all hours worked in a manner consistent with ImagiCorps' policy.
- Maintain accurate records of all client contacts. (Conversation Dairy, Memos, Letters, etc.).
- Protect the secrets of ImagiCorps in the course of business, as required by our Confidentiality Agreement.
- Travel as required to meet project needs.
- Perform all other duties as assigned.

MINIMUM REQUIREMENTS:

- 4 Year college degree or equivalent.
- Three plus years' experience in 3D Max, Adobe Creative Suite software skills.
- Event, Exhibit and Retail Display industry experience required.
- Ability to perform and prioritize multiple tasks and to respond appropriately to constant change in direction.
- Possess excellent written, oral communication and software skills.
- Comfortable working and participating in a "creative" environment.

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POSITION: Sales Executive

REPORTS TO: President

ROLE: Responsible for the targeting of clients, and sale of products, services, displays and print programs to prospective and current clients. This executive is responsible for revenue generation across all of ImagiCorps sales channels

RESPONSIBILITIES INCLUDE:

- Provide clear, concise facts to our potential new customers to enable them to understand and purchase our services and products. Anticipate the client's needs in creating and executing long term programs that solve a specific retail need
- Possess the ability to sketch ideas that convey solutions to our clients in an effort to solve the need
- Define the specific needs, goals and in particular, the timelines of clients' projects to the internal departments and Teams in order to facilitate accurate project estimates and assure that delivery commitment planning takes place.
- Create thorough and professional Statements of Work, for all projects, as the final step in the sales process before closure of each sale. Seek the accounting department's review and President's approval prior to submitting to client.
- Act as ImagiCorps' client liaison and concierge to assure client the highest possible level of service, the highest quality, prompt, reliable and courteous delivery and fulfillment.
- Specialize in crisis prevention by planning activities in advance and anticipating crises. Provide timely metrics.
- Maintain awareness of current trends in the industry and utilize that knowledge to develop new programs, projects and products which will increase our client base, and increase revenue. Expand the range of services and products offered to existing clients. Attend trade shows as required and join relevant affiliations.
- Identify and monitor the competition and identify potential clients. Call on a new accounts every month as agreed upon with the President. Increase the gross dollar value of projects sold, quarter over quarter, and year over year.
- Maintain accurate records of all client contacts. (Conversation Diary, Memos, Letters, etc.). Generate weekly progress reports and review them with the President to demonstrate sales performance to budget. Publish sales reports concerning sales activities as appropriate.
- Act in a professional manner by setting the example in dress, demeanor, and attitude.
- Travel up to 75% of the time as required in support of sales activity locally as appropriate for our markets served.
- Perform all other duties as assigned.

MINIMUM REQUIREMENTS:

- College Degree or equivalent.
- Seven years' experience in Marketing and Sales in display products/exhibit/promotion/retail industry.
- Possess a fundamental understanding of wide format digital imaging and its use in Architecture and Displays and Events.
- Ability to perform and prioritize multiple tasks. Able to demonstrate strong organizational skills.
- Ability to respond appropriately to constant change in priorities and services dictated by the President in service of the client.
- Demonstrated sales success and ability in relevant industries selling comparative products and services.
- Effective written and oral communication skills; demonstrates excellent organizational skills.
- Type 40+ wpm and computer knowledge of Microsoft Office 7 including Word, Excel, Outlook and Project.
- Able to read blueprints and sketch ideas extemporaneously.

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POSITION: Shop Craftsman

REPORTS TO: Manufacturing Manager

ROLE: This position reports to the Manufacturing Manager. Responsible for assisting ImagiCorps' overall production needs by producing top quality exhibits and fixtures as specified and instructed.

PROFICIENCY NEEDED IN:

- Blueprint reading
- Measuring and layout
- Wood fabricating with solids, plywood and composites
- Applying, trimming and finishing plastic laminates
- Joinery and casework
- Bench carpentry and field installation

Experience in one, or more, of the following preferred: finish carpentry, cabinetry, furniture making, exhibits, display, or events. Experience with any of the following a plus: finishing, acrylic, fiberglass, solid surface, sound, lighting, low voltage wiring and electronics.

RESPONSIBILITIES INCLUDE:

- Build goods, products and displays according to instructions and plans (when available) in the most time effective and material cost effective manner possible.
- Assist Project Managers by performing necessary tasks to complete work orders in a timely, accurate and complete manner.
- Communicate with Project Managers when a project goes off-plan or off-budget.
- Transact accurately and completely all inventory documentation (i.e. inventory adjustment sheet, bill of materials) on a daily basis and turn in weekly to the Manufacturing Manager.
- Assist ImagiCorps by protecting the security and integrity of ImagiCorps and its inventory by keeping all doors and exits locked and secure at all times.
- Accurately record on a daily basis all activities on a daily time card and turn in to the Manufacturing Manager daily.
- Maintain a clean and safe working environment and use appropriate PPE at all times.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

- High school education and basic math skills required.
- Ability to safely operate hand tools and power tools, including the table saw.
- Ability to safely operate a pallet jack and/or hand truck.
- Exercise good judgment in maintaining a safe work environment and be an active member of the team promoting safety.
- Ability to perform and prioritize multiple tasks, and respond appropriately to constant change in priorities and services as necessary.
- Effective organizational and written/oral communication skills and demonstrated accurate record keeping skills.
- Ability to lift 75+ pounds.

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