



DesignandProduction Incorporated

February 2012

Due to our continuing growth, we are frequently looking for candidates with backgrounds in construction management, engineering, cabinetmaking, graphic design, audio-visual engineering, and administration. D&P offers long term, stable employment and a comprehensive benefits package.

D&P will accept applications until the posted close date, or until the position has been filled.

Applicants are encouraged to submit a resume, including salary requirements, to:

Human Resources Department

Design and Production Incorporated
7110 Rainwater Place, Lorton, VA 22079
Fax: (703) 339-0296
Phone: (703) 550-8640
E-mail: careers@d-and-p.com

EOE/M/F/V/H

OPEN POSITIONS

Production Department:

- **Production Manager**
- **Lead Cabinet Maker / Exhibit Fabricator**
- **Cabinet Maker / Exhibit Fabricator**
- **Lead Finisher**
- **Welder**

Corporate:

- **Lead Sales, Marketing and Business Development Manager**
- **Graphics Production Technician**

Production Manager

Open Date: June 21, 2011
Close Date: Open Until Filled
Start Date: 1st Quarter 2012

Essential Duties and Responsibilities:

- Manage the activities of the shop floor, under the direction of the Business Unit Manager and follow established procedures and approved processes.
- Supervise all production operations such as machining, processing and assembly.
- Plan, schedule, and coordinate departmental activities to fulfill work orders, meet inventory requirements, and deliver manufactured products in a timely fashion.
- Supervise the shop floor through a working supervisor and four group leaders.
- Supervise bargaining unit employees.

Job Knowledge, Skills and Abilities:

- Will have a thorough knowledge of all manufacturing methods, techniques, and related equipment.
- Must be able to read and interpret drawings and specifications.
- Must be familiar with product construction and application.
- Must have complete knowledge of production scheduling and shop operations.
- This position requires that the person be a highly organized, self-motivated individual who can work independently.
- Must have strong leadership skills, with excellent oral and written communication skills.
- Must be able to manage multiple tasks and priorities and easily adapt to changing situations.
- Will be computer literate, particularly in shop floor control, production planning, and inventory control applications.
- Must be extremely organized.

Education and Experience:

- Requires a B.S. Degree in a technical field, or 5 to 10 years of progressive manufacturing experience and responsibilities, 3 of which must be in a supervisory capacity. Requires broad technical or administrative experience in a manufacturing environment.

Lead Cabinet Maker/Exhibit Fabricator

Open Date: July 22, 2011
Close Date: Open Until Filled
Start Date: Open Until Filled

We are seeking a talented cabinet maker with excellent leadership skills to join our team of craftsmen who fabricate museum exhibits. The Team Lead is responsible for managing a group of diversely skilled individuals with duties to include planning, organizing, assigning work, supervising, and monitoring progress to ensure quality results and timely completion as well as personal participation as a master craftsman. Assignments are received in writing with detailed drawings. Work is performed under general direction of the Production Manager and is reviewed through on-going coordination and progress tracking. The Team Lead trains personnel in fabrication techniques and safe operation of equipment and tools as well as enforces safety regulations, rules, and working conditions.

EDUCATION AND EXPERIENCE

- High school diploma or GED. Higher education desirable.
- Three or more years current experience as a Team Lead/Foreman combined with additional experience as a journeyman cabinet maker (or an equivalent combination of education/training and experience).

REQUIRED KNOWLEDGE & SKILLS

- Thorough knowledge of the methods, equipment, materials, and tools required for the cabinet making/exhibit fabrication trade and highly skilled in same.
- Ability to interpret and work from sketches and detailed drawings.
- Ability to organize, prioritize, and schedule work to ensure optimum efficiency, quality, and completion on schedule.
- Capable of managing multiple jobs and/or work assignments at the same time.
- Ability to effectively supervise skilled workers. Engage employees in continuous quality, production and safety improvement activities.
- Consistently administer company policies regarding attendance, performance, quality, productivity, etc.
- Portray a positive image of the company at all times.
- Ability to establish and maintain positive working relationships as well as communicate and coordinate effectively with Project Managers, Production Manager, other Team Leaders and shop craftsmen.
- Thorough knowledge of the occupational hazards and safety precautions of the trade.
- Strong analytical, problem solving, delegation and conflict resolution skills.
- Exceptional leadership, interpersonal, and organizational skills.
- Strong written and verbal communication skills.
- Must be adaptable to change and have the ability/desire to make a difference.
- Knowledge of CNC operation, solid surface fabrication, and installation are desirable.

Cabinet Maker/Exhibit Fabricator

Open Date: July 22, 2011
Close Date: Open Until Filled
Start Date: Open Until Filled

We are seeking additional skilled cabinet makers to join our team of craftsmen who fabricate museum exhibits. Qualified applicants will have strong cabinetry skills to attain high quality standards while working quickly and efficiently to meet production schedules. Working in groups, assignments are received in writing with detailed drawings. Work is performed under the direction and guidance of the Team Leader and is reviewed through on-going coordination and progress tracking.

EDUCATION AND EXPERIENCE

- High school diploma or GED.
- Three or more years current experience as a journeyman level cabinet maker and/or exhibit fabricator.
- Minimum 5 years experience in a shop environment using typical power equipment and tools
- Must be willing to work 6:00 AM to 2:30 PM, plus any overtime after 2:30 PM and on Saturdays as needed.

REQUIRED KNOWLEDGE & SKILLS

- Thorough knowledge of the methods, equipment, materials, and tools required for the cabinet making/exhibit fabrication trade. Knowledge of CNC operation, solid surface fabrication, and installation are also desirable.
- Expertise in the following areas is a plus: metal fabrication, acrylic fabrication, solid surface fabrication, upholstery, field experience including installations.
- Skilled in the use and care of standard tools and equipment of the cabinet making and woodworking trades. Must have personal hand tools.
- Must be able to efficiently and accurately shape and assemble components into exhibits from information contained in the shop drawings as well as personal experience.
- Ability to interpret and work from sketches and detailed drawings.
- Ability to work quickly and efficiently while maintaining a high standard of quality.
- Ability to establish and maintain positive working relationships as well as communicate and coordinate effectively with the Team Leader and other shop craftsmen.
- Thorough knowledge of the occupational hazards and safety precautions of the trade. Strict adherence to safety measures.

Lead Production Finisher

Open Date: July 22, 2011
Close Date: Open Until Filled
Start Date: Open Until Filled

The Lead Finisher is responsible for managing the work flow of the three booth spray shop. Duties include planning, assigning work, supervising, and monitoring progress to ensure timely completion and quality results as well as personal participation as a skilled finisher. Assignments are received in writing with detailed drawings. Work is performed under direction of the Production Manager and is reviewed through on-going coordination and progress tracking. The Lead Finisher trains shop personnel as needed and ensures compliance with safety regulations, rules, and working conditions.

EDUCATION AND EXPERIENCE

- High school diploma or GED.
- Two or more years current experience as a Lead Finisher combined with additional years of experience as a spray finisher in a production environment.

REQUIRED KNOWLEDGE& SKILLS

- Thorough knowledge of the methods, equipment, and materials required to apply quality finishes to cabinetry, millwork, and museum exhibits.
- Ability to organize, prioritize, and schedule work to ensure optimum efficiency, quality, and completion on schedule.
- Ability to effectively supervise skilled and apprentice spray finishers and helpers.
- Ability to work from sketches and detailed drawings.
- Ability to establish and maintain positive working relationships as well as communicate and coordinate effectively with other Team Leaders, Production Manager, and shop craftsmen.
- Must be able to spray objects of all shapes and sizes with little or no rework required using a cup gun, pressure pot, and/or airless pump.
- Knowledgeable of spray coatings properties and use to include latex paints, clear and pigmented lacquers, conversion varnish, and catalyzed polyurethane.
- Skilled with color matching, as well as using dyes, stains, glazes, and toners.
- Thorough knowledge of the occupational hazards and safety precautions of the trade.

Welder

Open Date: November 2011
Close Date: Open Until Filled
Start Date: Open Until Filled

Under direct supervision of designated supervisor, who is responsible for the coordination of necessary work, to perform skilled work in welding, brazing, heating, cutting, machining, and shaping metal through the use of acetylene, electric arc welding equipment and machinist equipment. All work is performed in a shop environment.

EDUCATION AND EXPERIENCE

- Technical school graduation or four years apprenticeship.
- Two years experience as welder/machinist at journey level.
- Two years experience in a shop or production facility.
- Welding proficiency with electric arc, MIG, TIG and brazing performed in constricted locations, tunnel boxes and other restrictive/uncomfortable circumstances.
- Technical proficiency on standard machine shop equipment such as lathe, milling machine, drill press, band saw and any machinist related hand tools.
- Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy lifting.
- Must be able to wear/use all personal protective equipment required to perform job safely.
- Must be willing to work 6:00 AM to 2:30 PM, plus any overtime after 2:30 PM and on Saturdays as needed.

REQUIRED KNOWLEDGE & SKILLS

- Prepare objects for welding by preheating, cleaning and filing, positioning, aligning and clamping or wiring loose parts.
- Evaluate, design, repair and/or fabricate machine work as required.
- Perform electric arc and acetylene welding on equipment, including pipe, tanks, machine parts, metal structures, fixtures and fittings.
- Read and interpret blueprints, diagrams, sketches and job specifications.
- Maintain, clean and perform minor repairs on welding equipment.
- Order required welding materials such as rods, gas and metals.
- Perform prime coat painting as necessary.
- Inspection, record keeping and repair/rebuilding of circulators, booster pumps and utility pipes.
- Perform other related duties as required.

Lead Sales, Marketing and Business Development Manager

Open Date: September 13, 2011
Close Date: Open Until Filled
Start Date: Immediately

The ideal candidate will have an extended, successful track record of leading the business development of museum projects from initial contact to completion, while fostering key client relationships. Ideal candidate must have working knowledge of design and fabrication processes, and the methods and materials common to the museum industry, including immersive environments, interactive, audio-visual systems and lighting.

Essential Duties and Responsibilities:

- Identify prospective markets, clients and projects for further development.
- Assist in development of project proposals. Must be able to break solicitations down into executable parts, as part of a collaborative proposal process. Creative, professional business writing skills are essential.
- Coordinate all phases of the company's proposal process in response to request for proposals (RFPs). Responsible for overall drafting and presentation of content for RFPs.
- Prepare Bid presentations to Executives and selection committees. The ability to meet deadlines, the commitment to teamwork, and attention to detail are key success factors for this role.
- Develop timelines and action plans for the efficient delivery of submissions and be responsible for appropriate follow-up.
- Market consultatively, making recommendations to prospects and clients that promote the design-build process, leveraging the company's entire palate of service offerings.
- Proactively track business development efforts and reporting "wins/losses."
- Work closely with departments to analyze existing client and prospect data in preparation for generating strategic responses. Coordinate and communicate regularly with project management, media, contracts and other administrative staff to strategically respond to RFPs
- Assist in the development and implementation of company marketing plans.
- Adhere to all company policies, procedures and business ethics codes and ensure that they are communicated and implemented within the team.
- Participate in and contribute to the development of educational/advocacy programs offered to clients, trade associations, and vendors.
- Prepare monthly forecasts and set performance goals.
- Act as liaison between vendors, sales operations and other corporate departments.
- Any other tasks as assigned from time to time by any senior manager.

Job Knowledge, Skills and Abilities:

- Build trust. Value others. Communicate effectively. Foster innovation. Collaborate with others. Solve problems creatively. Demonstrate high integrity. Be self-motivated.
- Must be an excellent communicator, with strong organization skills and extensive writing experience in a professional environment.
- Proactively establish and maintain professional external relationships that meet company core values.
- Ability to be creative and flexible in order to respond quickly and positively to shifting demands and opportunities
- Multi-task, set priorities, and meet multiple deadlines in fast-paced environment.

Education and Experience:

- 5+ years of business development experience in the custom exhibit fabrication industry
- Bachelor's degree with 5+ years of marketing and proposal experience.
- Willingness to travel and work within a team of industry professionals.
- Must have excellent sales skills and leadership experience in a trade show or museum exhibit industry.
- Mastery of basic software tools including: Word, Excel, and MS Project, at minimum.
- Able to travel, work evenings, weekends and holidays based on client and office demands.

Graphics Production Technician

Open Date: November 2011
Close Date: Open Until Filled
Start Date: Open Until Filled

Hours of Operation: Varies between 6:00 am to 2:30 pm. Overtime may be required.

D&P is seeking individuals with a minimum of 2 years graphic production experience to fill the following Art Department position. This is an apprentice position, with tremendous growth opportunity.

REQUIRED KNOWLEDGE& SKILLS

- Production experience in Art Department applications; silk screening, mounting graphics to substrates, cutout vinyl graphics, dimensional lettering, etc.
- Computer skills required include: Quark, Photoshop, and Illustrator on Mac OS X platform. Flexi-Sign Pro software knowledge.
- Experience in translating between Mac and PC applications helpful.
- Two year signage/graphic production experience desired
- Experience with the Gerber Sabre 408 PC Programmable CNC Router is desirable.
- Must be detail oriented, organized and efficient.
- Must be willing to work 6:00 AM to 2:30 PM, plus any overtime after 2:30 PM and on Saturdays as needed.

