HARBOR

JOB DESCRIPTION: DESIGNER

Your Impact at Harbor

Harbor Experience Agency is currently seeking a Designer responsible for all design aspects of events, exhibits, and specialty builds, from concept to execution. We are looking for a candidate who aligns with our values and embodies the following qualities:

You understand the importance of keeping your word and ensuring that each project is completed with commitment to quality. You have a ruthless attention to detail, strong visual and verbal communication skills and a love for collaboration, through a teamwork first mindset. You're a creative and technical thinker that stays ahead of technological and cultural trends. Multiple projects across varied industries and unique challenges keep you energized. You're excited to bring value to client projects with unique designs and flawless execution, while always striving to leave things better than you found them.

You have a degree or extensive experience in a related field, 3+ years of experience, a strong portfolio, and proficiency in relevant software. You're a self-starter, detail-oriented, organized, and possesses excellent communication and problem-solving skills.

Company Details

Harbor propels clients forward. Rooted in strategy, technical mastery, and next-level creativity, we build immersive experiences that stir emotion, inspire action, drive loyalty, and propel clients forward.

Our team is small but mighty and passionate about new ideas and being involved in a fast paced, growing business environment. We focus on customer service and attention to detail when providing clients with impactful experiences such as corporate meetings, brand activations, trade show exhibits, customer appreciation events, and large galas.

Please read more at www.teamharbor.com and connect with us on socials @teamharbor_.

Duties and Responsibilities

The Designer will report to the Chief Creative Officer. They will work closely with the Shop and Events teams to help interpret client needs, create thoughtful solutions and oversee details of their designs through to completion.

Concept Creation:

- Thoughtfully read, listen, and interpret notes from clients, Events Managers and Chief Creative Officer to come up with creative solutions for projects across events, tradeshow and specialty builds
- Research and stay up to date on industry trends to bring forth creative, innovative, and unique solutions
- Create concise client ready design presentations to illustrate your ideas with mood boards, sketches, concept imagery, material ideas and callouts
- Create project imagery, and design detail documents that are clear and concise with minimal revisions

- Efficiently work in SketchUp & Adobe Suite to translate ideas into 2D & 3D mock ups
- Create stunning, client ready visuals of designs in SketchUp & V-Ray

Bringing Designs to Life:

- Work collaboratively with the full team to approach projects with innovative ideas
- Think technically and practically when designing solutions with a knowledge of scenic style build practices and with the end user in mind
- Efficiently work in SketchUp LayOut to create build plans and technical drawings with minimal revisions
- Create packlist for jobs with design assets needed
- Adhere to design procedures set forth by the Chief Creative Officer
- Continue to learn, observe, and improve how end users interact with your designs through project recaps and client notes
- Assist Technical Designers, Chief Creative Officer and Events Managers to propose and price out materials and solutions effectively and quickly
- Maintain clear and effective communication at all times with Chief Creative Officer, Shop team and Events Manager on project timelines
- Maintain clear and effective communication with Fabricators as designs are being built for questions and/or design edits
- Maintain clear and effective communication with Chief Operations Officer on new items to be added to inventory
- Act as a central point for the team for design related questions as projects progress to fabrication and execution
- Maintain clear and effective design communication with outside fabrication vendors such as painters, printers, and/or other scenic shops
- Move at an efficient pace through multiple projects and stacked deadlines, demonstrating excellent time management skills

General Workflow:

- Maintain a clean and organized workspace
- Adhere to shop procedures set forth by the Chief Operations Officer and Shop Coordinator
- Occasionally travel to event sites and assist with install and run of show
- Track and organize all expenses as related to the projects you are working in a timely manner (all amex charges are same day)

- All other duties as necessary
    - The need to be a general “runner” and/or assistant will arise, especially when on an event site. Keeping a positive attitude and knowing you are working towards the goal of seeing a project complete is imperative.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee; duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice

Education/Experience Requirements

- Degree or extensive experience in Industrial Design, Drafting & Design, Environmental/ Exhibit Design, Scenic Design, Architecture, Interior Design or related field
- 3+ years of experience in the events, exhibits or experiential marketing field seeing designs through to execution
- Proficient in SketchUp, SketchUp LayOut & V-Ray Rendering
- Current portfolio showcasing work in experiential design
- 2+ References for work experience

Knowledge Skills, and Abilities

- Self-starter and knowledge hungry
- Must be exceptionally detail oriented, paying attention to even the smallest details
- Extremely well-organized with strong multi-tasking and problem-solving skills
- Excellent communication, negotiation, and vendor management skills

- Ability to communicate with all parties via phone, email and in person resulting in a successful event for client, guests, vendors, and venues
- Must be able to resolve conflicts and complaints
- Ability to remain calm and work well under pressure
- Ability to work on multiple projects and deadlines
- Effectively network with a wide variety of clients, vendors, venues and establish professional relationships
- Dependable, reliable, and maintain high-quality standards
- Professional appearance and persona
- Google Business, Microsoft Office, both Mac and PC proficient

Work Environment/Physical Requirements

- Good physical strength and stamina
- Able to lift 50lbs
- Able to work extended hours when required
- Harbor is a drug-free company, and testing is mandatory