HARBOR

Job Description: Fabricator (Technical Path)

Position Summary

The Fabricator is responsible for supporting all build and execution items surrounding events, exhibits and specialty builds. The ideal candidate for this role will be team-oriented, technically skilled and able to manage their time well. This position requires flexible hours. The Fabricator will report to the Chief Operating Officer and work closely with the Design department.

This position has a focus with a specified path on technical equipment and softwares that benefit the shop and fabrication.

Company Details

Harbor | Experience Agency

Rooted in strategy, technical mastery, and next-level creativity, we build immersive experiences that stir emotion, inspire action, drive loyalty, and propel clients forward. Client-focused and family-owned, our agency has built a strong reputation for delivering world-class creative solutions and forging long-term client relationships. Simply put, events build relationships. We are passionate about creating moments of connection that make the vision of clients both palpable and memorable to audiences.

We are a passionate and collaborative team. Team members are solution oriented, strong communicators, have positive and flexible attitudes, and are respectful of their work and environment.

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

Duties and Responsibilities

The Fabricator is responsible for maintaining quality and integrity of designs and build plans throughout the execution of events, exhibits and specialty builds. This includes fabrication and on site support.

Fabrication

- Sourcing and sampling materials
- Making test pieces and models
- Reading and interpreting design documents and build plans

- Building custom elements to design specs
- Knowledge of CNC machinery use and protocol
- Knowledge of CAM software use and protocol
- Planning and creating crates and packs for travel and shipping
- Adhere to shop rules:
    - Maintain a clean and organized workshop at all times
    - All tools put up at the end of each day
    - Making sure tools and shop are secured, locked and powered down at the end of each day
    - Weekly sweeping and dust collection
    - Notify superiors if a piece of equipment needs repair or a part replaced
    - Ensuring all stored items are properly returned to the location they were pulled
    - Maintain shop safety as set forth by Operations Coordinator

<u>Technical Fabrication Focus:</u>

- Assist in production files, price out materials, and create prototypes and models that are clear and concise
- Review shop drawings and installation drawings, adhering to client specifications, for fabrication and on-site assembly
- Utilize CAM software for CNC, Laser, and/or Plotter
- Collaborate closely with the design team to ensure designs are manufacturable, cost-effective, and adhere to build capabilities
- Manage and incorporate design revisions efficiently
- Perform dimensioning and tolerance analysis to ensure precision in manufacturing and assembly
- Review and verify third-party vendor drawings for compatibility with overall design and fabrication requirements

<u>On Site Support</u>

- 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
- 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

- High School Diploma or equivalent
- Experience in carpentry, drafting & design, environmental/architectural design, hospitality, events and/or entertainment
- 3+ years of experience in machines that require software manipulation

Knowledge, Skills, and Abilities

Additional 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
- Read and use a tape measure
- Ability to drive large vehicles- forklift, truck and trailer, van and box trucks
- Looking for any of these skills, but not required to have all of these:
    - **Carpentry, CNC, large format print, vinyl wrapping, sign creation and installation, sewing, metal work/ welding, painting (auto and latex), finishing- sanding, shaping, paint and/or stain)**

Work Environment/ Physical Requirements

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