



## SIGN SHOP MANAGER

*(Full-time / 2-month temporary position commencing in mid to late June and concluding on or about July 30, 2018)*

### **JOB DESCRIPTION AND APPLICATION INFORMATION**

#### **Competencies:**

The Sign Installer must possess strong customer service skills; have a flexible nature and a command of the English language. This position also requires excellent organization and follow-through skills and must be able to work with minimal supervision.

The Sign Shop Manager must be proficient in Microsoft Word, Excel, and have knowledge of Adobe Photoshop (or Illustrator). The Sign Shop Manager must also be experienced in utilizing basic hand and power tools.

The ideal candidate would be in need of summer employment only and have potential for returning summer after summer.

#### **Physical Requirements:**

The installer must be able to sit, stand, walk, stoop, bend, crouch, torso twist, kneel, crawl, climb ladders, stairs and bleachers, reach overhead, reach shoulder height and reach below shoulder height. In addition, because the Fair is held in summer months and most of the installation is outdoors, the installer must be adaptable to potential inclement weather, be it excessive summer heat or cool nights.

**Under the supervision and direction of the Director of Marketing and Communication of the Stanislaus County Fair, the Sign Shop Manager will be required to perform the following functions:**

1. Serve as a sign designer to design basic signs with simple graphics, on an as-needed basis. *Note: Primary design work is performed by the Fair's graphic designer.*
2. Hire a team of two sign installers to help in June- through end of July.
3. Produce/print signs utilizing a vinyl cutter/printer, HP 5500PS Design Jet Plotter, and/or laminating machine.
4. Order main banner and sign material to last throughout the entire summer.
5. Read and interpret sign installation instructions and directions.

6. Determine sign layout and installation procedures,
7. Measure and mark guidelines to be used for sign production and installations.
8. Load and unload signs with supplies and equipment.
9. Assemble and install signs and sign products, from simple 8-1/2" x 11" paper signs, to 8' to 25' vinyl banners, to 4' x8' wood signs, and more,
10. Utilize hand and power tools, including screw gun, grommet tool, hammer and nails, pliers, screwdrivers, Exacto knife, razor knife, razor scraper, and more.
11. Erect ladders and other work platforms,
12. Assist man lift operator in installing banners/signs at heights not attainable by ladder.
13. Document and prepare invoices and work orders,
14. Prepare and maintain work materials and supplies
15. Manage your team to change out designated signs/banners on a daily basis during the 10-day run of the fair. Some sign changes must be done at early morning hours, yet others must be done late nights, resulting in some split shifts during the 10-day run.
16. Manage your team of sign installers to remove all outdoor signs/banners as soon as the 10-day run concludes beginning at midnight on closing night of the fair.
17. Manage your team of sign installers remove all indoor signs/banners the day following the fair.
18. Clean all signs/banners and prepare them for storage until next year's fair.
19. Create an excel file system to organize all signs and banners in the sign shop.
20. Utilize personal vehicle to run errands for the fair on an as-needed basis (mileage reimbursed).
21. Drive a golf cart throughout the fairgrounds on a regular basis.
22. Other duties as assigned.

Work Site Environment: Inside office for sign production and preparation. Indoors and outdoors for sign installation at heights as low as 1' and up to 25' to 35'.

### **Hours and Rate of Pay:**

The Sign Shop Manager position is a 30-40 hour per week position which begins in June and continues full time through mid July.

Commencing the fourth week in July and continuing through closing day of the Fair, the position requires up to 10 to 14 hours per day for 14 consecutive days—no days off during the run of the fair.

Rate of pay for this position is \$12-14 per hour or more, based on demonstrated experience. The position terminates at the end of July.

### **To Apply:**

Interested candidates should submit a resume, letter or email outlining the applicant's work experience, including dates of employment and contact names/numbers for employers for the past 5 years.

Letters/resumes/emails will be accepted by fax, e-mail, or United States mail as follows:

1. Attention: Adrenna Alkhas

2. E-mail: [adrenna@stancofair.com](mailto:adrenna@stancofair.com) (type “Signs” in subject line of email)
3. U.S. mail or hand deliver in a sealed envelope to:  
Adrenna Alkhas  
Marketing and Communication Director  
Stanislaus County Fair  
900 N. Broadway  
Turlock, CA 95380