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**Job Description - Sign Maker & Designer**

***Do you like working with people and with your hands? Are you able to work by yourself and as part of a team? Are you a mature minded professional who takes pride in your work? Are you a self-starter? If you answered yes to these questions then we might have a job for you.***

High Value Signs & Studio is a full-service commercial sign company located in Irving, TX serving Irving, Coppell, Lewisville, Grapevine, and Flower Mound and surrounding cities. We do lobby signs, building signs, monument signs, graphics for walls, floors, and windows, car and truck wraps and graphics, custom wall coverings, dimensional letters, and much more! High Value Signs offers customers custom signage solutions designed by an experienced marketing professional. We expertly project manage sign jobs to ensure they get done right and on time.

Using the computer, equipment and standard tools, the Sign Maker & Designer will design and make signs and banners, assist with installation of signs as necessary, deliver signs to clients, pick up materials from suppliers, keep shop clean, assist customers both in person and on the telephone as required.

For example, text and graphics are cut into vinyl films using a computer driven plotter. The Sign Maker will weed out (remove) unwanted areas of vinyl films and prepare the vinyl for application to the substrate (sign surface). The substrate will be prepared (cleaned, cut to size, etc.) and the vinyl will be applied as per clients' layouts and approved proofs. As necessary, signs will be delivered to clients, artwork picked up from clients, and material picked up from suppliers. The Sign Maker constructs frames and sign blanks on occasion.

The Sign Maker is responsible for keeping the work area clean and monitoring the inventory and production flow.

The Sign Maker will also be responsible for answering the telephone and inside sales as needed. This will consist of answering customers' questions and assisting them with the purchase and layout of their sign. May be required to visit with customers on-site to consult on sign needs and/or perform installation of signage.

**Job Duties**

Reviews a client’s sign request, makes design recommendations, and provides a price based on materials, sign size, and estimated time and labor. May collaborate with client on design.

Selects materials for sign, letter heights, widths, type and number. Collaborates with raw material suppliers and outsourced fabricators in the design and fabrication recommendations and specifications.

Prepares plans and specifications for signage projects to accurately produce needed signage. Ensures signage design is in compliance with local sign ordinances and landlord, property management, etc. requirements.

Produces a mockup or proof of the sign for the client to review or contact the client to make additional recommendations, such as changes to the lettering style or color.

Manipulates produced images and transfers letters and produced images to appropriate material for sign requested.

Uses standard Adobe Creative Suite (Illustrator, Photoshop, etc.) to design signs, considering how they will be fabricated and installed and per customer specifications; will make recommendations to management or customer about the design and specifications

Sets up and operates computerized printer, laminator, and cutting plotter machines.

Occasionally sets sign blanks in laminator for mounting and/or mounts by hand.

Lays out and cuts vinyl letters for signs requiring the use of vinyl lettering.

Lays out, and marks outline or dimension of parts on frame stock. Cuts size from frame stock to construct frames for signs or pictures.

Applies cut out vinyl letters to appropriate sign backing and prepares sign for installation.

Occasionally, installs signs.

Maintains necessary records of sign requests.

Monitors sign shop inventory and order work flow.

Maintains shop equipment, reporting malfunctioning equipment to supervisor.

Organizes shop and helps develops procedures.   
  
Sign maker manufactures the sign. Sign makers use a variety of materials to make signs, including wood, vinyl, plastic and aluminum. For example, a sign maker might carve the sign out of wood; enter the design into computer software attached to equipment that will engrave the design onto plastic or metal; or produce stencils for sign making. A sign maker uses hand or power tools to finish a completed sign. For example, he might remove rough edges or perfect the appearance of the lettering or art by hand.

Performs other duties as assigned or required.

**Minimum Qualifications**

The Sign Maker should possess above average written and verbal communication skills. Minimum of 3 years of experience with some aspect of sign making/graphics related industry is mandatory.

The Sign Maker should be familiar with and skillful using basic hand tools, (X-Acto Knife, Utility Knife, T-Square, Ruler, Tape Measure, Drills, Saws, Calculator, Burnishing Tool, Scissors, and comfortable using computers for order processing and quoting).

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds, work out of doors and using a variety of tools.

Vision: Requirements of this job include close vision and color vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is periodically required to stand; walk; climb; stoop, kneel, crouch or bend; reach with hands or arms; and use hands to finger, handle, or feel objects and controls; maintain balance and equilibrium; sit; and talk and hear.

**Experience/Educational Requirements**

Education:

High School Diploma or equivalent (GED).

AND

Experience:

Three (3) years of experience related to the above described duties and/or completion of an apprenticeship program.

AND

Licensure:

Must possess a valid driver’s license.

Background Check Requirements

This position requires a background check upon hire.