



**About elements:**

We are placemakers. Be part of a passionate team that creates places that inspire and energize our clients. Headquartered in Denver, Colorado in the RiNo district and named as one of the “Top Places to Work” by the Denver Post. Our culture goes beyond the physical space. We believe in the power of community, with guiding principles and core values that provide us the mindset to drive our behaviors when executing strategic and operational plans for our clients.

**Summary of Position**

The Production Designer is responsible for creation of production ready art and fabrication documentation from the Designer’s concepts to achieve a successful execution of their vision. The Production Designer is also responsible for ensuring that files are properly prepared for the production method specific to each project. This position reports directly to the Design Operations Manager and works closely with the both the EGD Design studio and the Sourcing & Vendor Manager.

**Job Responsibilities/Duties:**

- Close collaboration with in-house designers, production staff, project managers and vendor managers
- Prepare production ready files based on designed specifications for various production methods
- Make various formats of supplied artwork production ready and resolve any artwork and drawing issues that may arise during the production process
- Assist with install reference drawings to support production files and on-site installation
- Collaborate with design team to create specifications for materials, hardware, production method, and install method based on designs
- Aid in reviewing mock-ups, proofs, and prototypes
- Become well versed with ADA signage code and exterior building code for signage



- Troubleshoot problems as they arise with both creative and production teams
- Assist with on-site field verifications and documentation
- Assist in training new staff where appropriate

**Job Type:** Full-time/Exempt

**Salary Range:** \$48,000 - 58,000 annually

**Environment**

- Work will require light travel both in and around Denver as well as some travel out of state
- Sitting and computer work for extended periods of time

**Experience**

- 2+ years in fabrication shop, print shop, or similar production focused field
- Strong adobe illustrator and photoshop skills
- Strong 3D modeling skills
- Proficiency in Mac OS, Adobe Acrobat, MS Office, Google Drive
- Familiarity with standard material stock, sizing, nomenclature, and fabrication methods
- Familiarity with hardware and install methods
- Hands on fabrication experience like wood working, metal working, carpentry, or product prototyping is a plus
- Experience with interior building signage is a plus
- Ability to read architectural plans and elevations



### **Employee Benefits & Perks**

- 3 Weeks of Paid Time Off for Full Time Employees, including paid time off to volunteer
- Employee Health, Dental, And Vision Insurance, including FSA and HSA programs
- Life and Disability Insurance
- 401K Plan, with access to Financial Planning & Financial Wellness Programs
- Subsidized Parking, Employee Recognition and Annual Award Programs
- Super FAC's, Annual Company Outings and Other Company Activities
- Dog Fridays, Employee Purchase Plan for Products, and a Variety of Flex Spaces to Support Work Style
- Fitness Room, Outdoor spaces and a Kegeerator / Wine in our Centralized Downtown Location