

Job Role: Production Detailing Lead

Reports to: Senior Project Manager
Location: Houston, TX or Calgary, AB

The Company

Join Displayco, a leading international trade show and environment solutions company that connects businesses and professionals across the globe through world-class exhibitions and events. With a commitment to customer service, innovation and excellence, we bring industry leaders together to share insights, discover new technologies, and foster strategic partnerships.

The Position

The Production Detailing Lead is responsible for managing design detailing workflows from conceptual design to complete fabrication drawings, ensuring efficient delivery that meets customer specifications. With strong organizational skills and a strategic mindset, the Production Detailing Lead will facilitate seamless communication between customers, account managers, and operations teams to ensure brand expectations are transformed to finished fabrication components. The role involves guiding and supporting both the account management and operations departments to ensure projects are executed smoothly and to the highest standards.

Job Responsibilities

- Working together with sales and design teams to transform client brand and expectations for their tradeshow/event projects, in form of clear fabrication drawings to ensure optimal fabrication efficiencies, project organization and customer service
- Oversee project detailing from start to finish, preparing detailed build plans and instruction, working directly with estimating, sales and operations team ensuring all project and stakeholder requirements are met
- Manage fabrication requirements for timelines and system / building materials, identify potential roadblocks, and implement solutions to ensure deadlines are met and project requirements fulfilled
- Manage digital building components library for streamlined use between conceptual design and fabrication
- Clearly communicate detailed build plans with external stakeholders to ensure fabrication requirements are met and validated to ensure smooth project delivery
- Maintain organized project records and adhere to company policies and procedures
- Assist design teams with conceptual design
- Ad hoc projects as required

Qualifications

- Minimum 2 years' experience in CAD software (AutoCAD / SketchUp) a requirement
- Understanding of millwork fabrication processes a requirement
- Experience in tradeshow/event industry experience considered an asset
- Experience with Adobe Suite applications an asset
- Experience with CNC machinery (Vcarve) and millwork processing equipment an asset
- Experience with 3D Modeling software for design rendering an asset (3DStudio)
- Proficiency in Microsoft Office, with aptitude to learn new software and systems
- Work well with deadlines and ability to adapt to changing situations in a calm and professional manner
- Exceptional organizational skills and attention to detail.
- Excellent written/oral communication and interpersonal skills.
- Ability to work effectively in a team environment and manage multiple priorities.
- Proactive, self-motivated, and eager to learn and grow within the company.

Job Type

- Permanent, full-time position
- Competitive salary and benefits package
- Project based work requiring occasional work on-site and outside of regular work hours (weekends / after hours)

Why Join Us?

- Work in a dynamic and global business environment.
- Opportunities for professional development and growth.
- Be part of a collaborative and supportive team that values innovation and excellence.

To Apply:

Interested candidates are invited to submit their resume and a brief cover letter outlining their qualifications and interest in the position to info@displayco.ca, attention: Human Resources – Production Detailing Lead. We would like to thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

Displayco is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.