

Production Intern - Valley Signs LLC.

Supervisor:	Production Manager
Location:	Sign Solutions Front and Back Shop
Terms:	Part Time (up to 30 hrs/week), contracted position
Compensation Package:	Wage Range: \$16.00 – 19.00 / hr DOE Optional Supplemental Insurance through Global Life

Credit towards degree program (if allowed by academic program)

About Sign Solutions:

Sign Solutions Bozeman is the public facing operation of Valley Signs LLC. Sign Solutions strives to exceed the signage expectations of customers in and around Southwest Montana through high quality products and a superior customer relation experience. Sign Solutions works towards fostering the existing collaborative and creative culture of the organization.

Role Summary:

The Production Intern is detail oriented, can manage multiple projects simultaneously, works well in a fast-paced team environment, and works well within existing systems. The Production Intern assembles orders based on Sign Solutions' order priority system, ensuring that the quality of each product exceeds the expectations of the customer. Additionally, the Production Intern is an additional set of hands for sign installation as assigned by the Production Manager. This position reports to the Production Manager.

KSA Requirements (Knowledge, Skills, and Abilities):

- Basic understanding of hand tools
- Basic understanding of power tools
- Eagerness to learn new skills

Minimum Requirements:

Working towards or already earned High School Diploma or equivalent

Valid Montana Driver's License or transportation to and from shop

Preferred Qualifications:

Experience working with vinyl and other print shop materials

Experience working with table tools such as cutting blades and rolling presses

Working towards creative industry associate's or bachelor's degree (Valley Signs LLC. is willing to work towards Internship credit for degree)

Comfortable learning from mistakes and asking for help when needed

Experience welding and manufacturing

Interest in a career in the Sign Services Industry

Additional Requirements:

Ability to move and carry at least 50 pounds

Ability to stand for prolonged periods of time while assembling and installing signage

Responsibilities:

Sign production

Part Time availability (20-30hrs/week)

Maintain cleanliness and organization of production area

Assist with sign installation, removal, and service as assigned

Keep track of job jacket during assembly

Manage job status in computer system

Learn new technologies, skills, and techniques to improve sign making ability

Communicate with Production Manager, Lead Graphic Designer, and Owner

Meets with Production Manager daily

Other duties as assigned