AVAILABLE
LIGHT

March 2024

Full-Time Design Production Coordinator
Hybrid Position location: Boston or New York City

Available Light is an industry leading, award-winning, fast-paced lighting design firm specializing in the fields of Museum Exhibition, Architecture, and Corporate Theater.

Listen. Create. Deliver. These three words are the core of our process; we believe lighting design serves to elevate and reveal-in-sharp-focus, both purpose and meaning. Our comprehensive services address the full design process, from master-planning and documentation through to final lighting tune-up and assured client satisfaction. Delivering sustainable solutions for compelling, high-performance environments is our mantra. Oh, and the work is awesome!

Grow with us! We are looking to hire a special person to take a holistic systems perspective and manage our computer design process while also promoting the use and exploration of computational tools and cutting-edge visualization platforms. From drafting to 3D computer visualization you would support our team at the intersection of design, documentation, analysis, and presentation. You would help ensure that the information we share with our clients is accurate,compelling, and timely.

Previous Experience
- Provide examples of experience/qualifications including, but not limited to:
  - Deep understanding and experience working with BIM (Revit)
  - Experience with development, implementation, and management of BIM execution plans
  - Experience with training users on Revit and BIM systems
  - Experience in working with Architects, Electrical Engineers, and the AEC industry (note: lighting industry experience a plus!)
  - Setting up project models & levels from templates
  - Setting up sheets

Description of Work
- Interaction with design staff to understand the current Lighting Design and BIM process; explore strategies and methods for improving team workflow
- Collaborate with design staff in developing a company standard BIM/CAD/Design software execution plan and designer workflow reference guide
- Review and suggest improvements of current BIM/CAD/Design software templates,families/blocks/symbols, and workflows
- Review our families for optimization of use in collaboration, rendering plug-ins (i.e., Enscape, Unreal Engine, etc.)
- Remain current with BIM/CAD/Design software training and best practice
- Continually monitor and update design software licenses on all servers, workstations, and cloud equipment.
- Monitor and keep current all designer BIM/CAD/Design software workflows and operations
- Provide or manage yearly training on new BIM/CAD/Design software updates, features, and processes
- Provide or manage BIM/CAD/Design software training to new employees
- Oversee development process of family/block/symbol creation, management, and maintenance
- Review and evaluate license structure, configuration, and ratio of available licenses to users
- Offer recommendations for more efficient software management
- During project design and construction phases, monitor and provide feedback ensuring
- compliance with the project execution plan and efficient workflows
- Be readily available for assistance with troubleshooting and problem resolution for BIM/CAD/Design software platforms

- Provide forward-looking/future-proofing input on new products and services emerging from the market. Make recommendations to senior management about new products and techniques that increase productivity and lead to a competitive edge.
- Dedicated, consistent point of contact available for questions and/or support

Preferred Software Experience
- BIM Collaborate Pro • AutoCAD • VectorWorks • AGi32 • Filemaker • Photoshop • Bluebeam Revu •Enscape • 3ds Max

We offer a generous benefits and vacation package including health/dental insurance, professional development/tuition reimbursement, childcare benefits, and an employer-contribution SIMPLE IRA retirement plan.
Available Light is an Equal Opportunity Employer
Salary range: $65,000-75,000 (experience dependent)
Email cover letter, resume, and other supporting materials to:
careers@availablelight.com
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