



April 2024

## Design Production/BIM [Revit] Manager + IT Systems Coordinator

Full-time Position (Hybrid)

Location: Boston, Los Angeles, New York City, Phoenix, or Raleigh

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Join Available Light! We are an award-winning, experiential lighting design firm specializing in the fields of Museum Exhibition, Architecture, Trade Show Displays, and Themed Entertainment.

### LISTEN. CREATE. DELIVER.

These three words are the core of our process; we believe lighting design serves to elevate and reveal both purpose and meaning. Delivering sustainable solutions for compelling, high-performance environments is our mantra. Oh, and the work is awesome, so grow with us! You possess a sense of humor, imagination, and a collaborative spirit, along with these skills and qualifications

We are looking to hire a special person to take on multiple roles in leading to successful Lighting Design and Production outcomes. You will manage and develop current and future Computer Aided Design efforts, Revit/BIM, 3D visualization workflows, pipelines, and shared resources (i.e. templates, families, symbols, etc.) You will participate in developing holistic BIM systems and standards to manage our computer design process, while also promoting the use and exploration of computational tools and cutting-edge visualization platforms. You would help ensure that the information we share with our clients is accurate, compelling, and timely.

This is a hybrid position in one of our studios (Boston, Los Angeles, New York City, Phoenix, or Raleigh) on Tuesdays, Thursdays, and every-other Wednesday.)

### DESCRIPTION OF WORK: Design Production/BIM [Revit] Manager

- Interact with design staff to manage the Lighting Design and the BIM-Revit/CAD/Design (BRCD) process; explore strategies and methods for improving team workflow.
- Collaborate with design staff in developing a company BRCD standard execution plan and designer workflow reference guide.
- Oversee the application of BRCD software firm-wide; including installing, configuring, maintaining, and supporting all designer workstations.
- Help to analyze and solve BRCD user issues. Provide assistance with troubleshooting and problem resolution for BRCD software platforms. Be a Dedicated, consistent point of contact for designer questions and support.

- Help design team develop strategies for effective delivery of quality documents and set up each project, thereby ensuring that each one is set up correctly.
- Oversee development process of family/block/symbol creation, management, and maintenance.
- Proactively implement incremental improvements of current BRCD software templates.
- Proactively perform incremental review of our libraries for optimization of use in rendering plug-ins (i.e., Enscape, Unreal Engine, etc.)
- Remain current with BRCD software training and best practice.
- Monitor and keep current all designer BRCD software workflows and operations.
- Provide or manage yearly training on new BRCD software updates, features, and processes.
- Provide or manage BRCD software training to new employees.
- Monitor 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 workflows.
- Work with design staff to set up background sheets for new projects
- Assist as required with project of work flow and Quality Control—including production work as time permits.
- 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.

#### PREVIOUS EXPERIENCE: Design Production/BIM [Revit] Manager

- Exhibit a deep understanding of and experience working within the Revit environment.
- Provide examples of experience/qualifications including, but not limited to:
  - 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!)
  - Experience setting up project models & levels from templates.
  - Experience setting up sheets.

#### DESCRIPTION OF WORK: IT Systems Coordinator

- Work with existing IT team to manage software licensing, user seats, etc. on both Mac and PC (Intel and M-Series) platforms.



- Assist with setup of new computer systems. Assist with technical support and troubleshooting of user issues with design software.
- Be a first responder for IT issues not handled by our external IT Consultant, particularly in relation to design software packages.
- Work with the company's internal IT team in developing strategic improvements to IT infrastructure to improve productivity, manage costs, etc.
- Work with external IT Consultants to manage special projects as needed.
- Work with the design team and internal and external IT team in evaluating, testing, and deploying new software packages to streamline design processes and pipelines.
- Have flexibility to work occasional evenings or weekends to perform system maintenance or support initiatives.

#### PREVIOUS EXPERIENCE: IT Systems Coordinator

- Working knowledge and experience with both PC and Mac (Intel and M-Series) operating systems.
- Demonstrable experience in providing technical support for both Mac and PC (Intel and M-Series) systems.
- Excellent problem-solving and analytical skills, with the ability to efficiently troubleshoot technical issues.
- Effective communication skills, both verbal and written, with the ability to convey technical concepts to non-technical users.
- Ability to work independently and collaboratively in a fast-paced environment, managing multiple priorities and tasks effectively.
- Commitment to maintaining confidentiality and integrity in handling sensitive information and systems.

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*Available Light offers a generous benefits and vacation package including health/dental/vision insurance, professional development/tuition reimbursement, childcare benefits, and an employer-contribution SIMPLE IRA retirement plan.*

*Available Light is an Equal Opportunity Employer*

*Salary range: \$78,000-89,000 (experience & location dependent)*

*Email cover letter, resume, and other supporting materials to:*

*[careers@availablelight.com](mailto:careers@availablelight.com)*

