



TITLE Senior Designer / Associate (Electric Lighting Design and Daylighting)

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, creed (which includes religious dress and grooming practices), color, citizenship, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, familial and marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status, domestic victim status, caregiver status, or any other consideration made unlawful by federal, state or local laws, ordinances, or regulations. Horton Lees Brogden Lighting Design takes affirmative action in support of its policy to and advance in employment individuals who are minorities, women, protected veterans, and individuals with disabilities.

ABOUT THE ORGANIZATION Horton Lees Brogden Lighting Design is an internationally recognized design firm focused on architectural lighting, including electric lighting and daylighting, for both interior and exterior environments. We are inspired by the artistry of light and its impact on the natural and architectural environment. We infuse our core values of artistry, legacy, curiosity, balance, and integrity into every project. We thrive with intriguing projects that engage us conceptually and challenge us technically. We seek to enhance our clients' experiences and create a legacy of design that respects its environment and promotes a better future. Our services are customized to provide the best lighted environments to meet our clients' needs.

HLB is a collaborative firm that values flexibility and work/life balance filled with dynamic people whose enthusiasm for what we do infuses both our professional and personal lives. We are driven by an experienced team that is rewarded for its originality, commitment, and leadership. Our principals are engaged in every project from concept to commissioning to ensure the clients' needs are realized at every step. Our design and technical experts hail from many parts of the world and form the basis for HLB's proven ability to produce outstanding, award-winning designs.

As designers, we promote a positive vision of the future, based upon the belief that many of the environmental problems we face are design challenges. We believe a successful project starts with a collaborative mind-set in support of a common goal: to achieve energy-effective, high-quality environments for owners through intelligent lighting design, design that holistically integrates daylight with supplemental light and controls. Our designers work closely with owners and architectural teams to optimize the integration and control of natural and electric lighting for energy-effective designs of the highest excellence.

LOCATION New York, Boston, or Miami

FULL-TIME/PART-TIME Full-Time

EXEMPT/NON-EXEMPT Exempt

HLB Lighting Design

New York | San Francisco | Los Angeles | Boston | Miami | Denver | Austin

DESCRIPTION This person will spend 50% of their time working on Daylighting projects and 50% of their time working on Electric Lighting projects. Manages the work of 1 or more team members, is an experienced project manager, is involved in relevant (local) office decisions, and is seen as a leader in their respective office, serving in a leadership capacity from which HLB will sustain and grow. This person will spend 80% of their time managing and participating in the design process, and 20% in leading.

Achieving Results – Electric Lighting (EL) and Daylighting (DL) Project Responsibilities

- Serve as HLB DL Team’s primary project contact for exchange of information.
 - Manage agendas, meeting minutes, and regular project status communications. Distribute client emails to appropriate members of ED/DL Team if not cc’d and alert sender to include missing EL/DL Team members.
 - Coordinate internal meetings and integration efforts with HLB’s EL/DL Teams. (e.g., daylighting zoning, controls, daylight properties impacting luminaire selection, photosensor placement, etc.).
 - Collect and distribute client-provided design criteria, e.g., OPR, BoD, internal guidelines, etc. to EL/DL Team.
 - Issue, receive and file all EL/DL-related documents.
- Project planning and management:
 - Review all RFP/proposal/SFO documents. Understand and track fee, scope of work, deliverables, schedules, milestones and deadlines.
 - Develop resource plans creating labor hour budgets for projects and scheduling. Allocate EL/DL Team staff and manage weekly time with EL/DL Associate/Principal.
 - Review weekly fee drafts.
 - Understand how to apply authorized scope of work to tasks and meet deadlines.
 - Manage red flags that may appear during course of project e.g., scope-creep, pencils-down, etc.
- Design leadership and quality control:
 - Frame project’s primary challenges/questions, select suitable methodologies and analyses and develop daylighting design intent, approach, concepts and strategies.
 - Support EL/DL Team to produce work efficiently and profitably.
 - Work independently on specific scopes of a project like calculations or documentation.
 - Oversee report production and QAQC process. Make first pass on reports, documents and drawings.

Working with Clients – Client Responsibilities

- Develop good client and/or related business relationships resulting in client satisfaction and binds HLB to that client. relationships (e.g., post project follow-up).
- Promote the firm through repeat business and their individual Professional Success Plan – PSP.
- Enhance HLB’s value to the client and promote the firm.
- Ability to trouble-shoot problems associated with the project team and participate in implementing well thought solutions.
- Develop communication tools to manage client expectations.
- Pursue existing and new clients through Professional Success Plan – PSP.
- Involvement in marketing presentations.
- Represent the firm to client, peer organizations, and business associates.

Working with Teammates and Managers – Management Responsibilities

- Manage and Mentor team effectively – delegation skills.
- Manage their work in addition to their teams’ – prioritizes critical path items for multiple projects or team members.
- Implement good judgment and leadership within the project team to support the firm’s business model.
- Has a good framework for resolving issues and understands the stages of identifying the problem and enlisting others when necessary and implements the solution well with regards to internal teamwork.

- Participate in office-wide discussions and decisions regarding staffing, profitability, performances with the principals in respective office.
- Recognize your work serves as a role model for others and mentor those professional skills appropriately.
- Interface among the principals, design/technical staff and business team as needed.
- Assist in office-wide coordination of resources and staff
- Serve in a quality assurance role with their team members and the firm and shares best practices.

HLB's Corporate Culture and Values – Responsibilities to HLB initiatives

- Take initiative to improve methods of work, procedures and environment that are in the best interest of the firm.
- Active participation in recruiting and retaining efforts.
- Represent the firm in a professional manner.
- Participation in Designing Our Future/HLB 10:10 Vision, C2Q initiatives.
- Reinforce HLB values – Artistry, Curiosity, Balance, Integrity, Legacy.
- Looks for opportunities to collaborate with other HLB offices on project, DOF, business workgroup avenues in a meaningful way.

Skill Set:

- Proven technical skills appropriate to work area.
- Plan and design interiors or exteriors of commercial or public buildings with a focus on daylighting.
- Conduct comprehensive site, massing, climate, solar, daylighting, glare and HDR studies using appropriate tools, to be reviewed by a Senior Associate or Principal.
- Computer programs- Advanced knowledge of Revit, AutoCAD, Rhino, Radiance, ClimateStudio, Grasshopper, Excel, Word, Power Point, Adobe Suite including Acrobat, Photoshop and InDesign, AGI or Visual or Elum Tools, Daysim, ComCheck, Vision.
- Good mentoring / teaching abilities.
- Excellent Organizational skills.
- Oral and written skills.
- Ability to prioritize / time management skills.
- Self-motivated and self-directed.
- Team player.
- Motivator.
- Dependable.

Education & Experience:

- Bachelor's degree or foreign equivalent in Lighting Design, Architectural Engineering, Architecture, Interior Design, or a related field.
- 5 to 7 years' experience.
- Certification in Lighting Design (e.g., LC) or certification related to their field / degree; or endeavors to attain.
- LEED BD+C or endeavors to achieve.
- IALD/IES Associate level or above and endeavors to obtain IALD/IES professional membership.
- Certification as a CLD – Certified Lighting Designer or endeavors to attain.
- Participate in industry related professional organizations locally.

To Apply: Please visit our website: <https://hlblighting.com/careers/>