
Reports to: Assistant Lighting Manager
FLSA Status: Non-Exempt
Upwards Career Development: Lighting Designer

Position Summary

The **Junior Lighting Designer** is a trusted entry-level project design team assistant, working under the direct supervision of the Assistant Lighting Manager to provide valuable design and project management support to the team. This includes performing certain lighting design & project functions, including (but not limited to), calculations, renderings, sketches, and light fixture selection & design layouts. The Junior Lighting Designer thoroughly understands the company project lifecycle, company design and filing standards, and has a demonstrated ability to use the company's tools and applications to execute project deliverables. The Junior Lighting Designer uses polished communication and interpersonal skills to become a reliable support system for others and develops professional networks by taking opportunities to build relationships for the purpose of achieving business goals. The Junior Lighting Designer also uses solid problem-solving skills to participate in the planning and execution of project plans and worksets. The Junior Lighting Designer assists in delivering projects to successful completion by actively supporting the design team with all project phases, and effectively communicating with peers, supervisors, vendors, consultants, clients & stakeholders. The Junior Lighting Designer also begins training for the Job Captain function. Part of this training may include taking on Job Captain responsibilities.

Core Values

All MGEs must believe, endorse, and always exemplify the core values of the organization.

This includes:

Passion for engineering

We celebrate engineering as a service, strive to understand how things work, and are enthused about engineering practical solutions to complex challenges. MGE employees must believe, endorse, and exemplify the same.

Integrity & courage

We are life-long learners who have the courage to self-reflect and communicate a bold direction. We have an ethical obligation to serve, are curious about new possibilities that help us do it better and are deeply driven to constantly raise the bar. We look around corners for better ways to do things, examine innovation, and never limit ourselves with "not invented here" thinking.

Teamwork & respect for people

We embrace challenges and rise up to meet them by working together, across boundaries, with respect and solidarity. We come together to act on behalf of the entire company to full-fill the higher purpose.

Empowerment and personal accountability

We hold ourselves personally accountable for upholding high standards of quality, creativity, and good citizenship as an enabler of growth. We recognize exceptional talent, willingly move them throughout the organization, and inspire them to be the best they can be.

Client commitment

We believe that we are on the face of this earth to engineer solutions that enable the success of our clients. We obsess over clients and work to earn and keep their trust.

Qualifications

- 4-year degree in lighting or related field.
- Great interpersonal skills.
- Polished communication skills (both verbal & writing).
- Highly organized and composed under pressure.
- Proven time management ability: able to manage strict timelines with multiple projects in order to meet deadlines under high-pressure environment.
- Documented participation in the stewardship of a program or project.
- Advanced proficiency with Microsoft Office.
- Basic working knowledge of AGI and Adobe Suite.
- Basic working knowledge of AutoCAD & REVIT
- Possesses a keen eye for detail.

Core Competencies

Project Management

Level 1 (Basic Proficiency)

Project Management

- Actively supports design team with assigned project tasks. Thoroughly understands the company project lifecycle, company design and filing standards, and has a

demonstrated ability to use the company's tools and applications to execute project deliverables. Demonstrated ability to understand and consistently execute drawing set-ups, project design standards, project filing standards, issue sheets, project phasing and project archiving standards.

Relationship Management

- Demonstrates an understanding of the importance of professional networking by taking opportunities to establish relationships for the purpose of achieving business goals.

Problem Solving

- Works with others to develop and execute project work plans. Demonstrates an ability to implement steps toward resolving issues.

Customer Satisfaction

- Demonstrates client-service focus and attitude by taking a "client is always right" attitude and focusing on taking advantage of opportunities to satisfy internal & external customers.

Communication

Level 1 (Basic Proficiency)

Listens carefully and takes the time to understand. Follows direction and asks questions when unsure. Uses polished written and verbal communication to become a reliable support system for others. Communicates clearly, in a timely manner, and with proper tone and professionalism. Develops professional networks by taking opportunities to build relationships for the purpose of achieving business goals.

Leadership

Level 1 (Basic Proficiency)

Performance Management

- Willing to be great at many things, loves big challenges and welcomes big changes. Takes a proactive approach to learning and continuous development by taking advantage of opportunities to build professional skills & competencies and improve work processes. Takes meaningful steps to manage performance against goals & make adjustments accordingly.

Conflict Management

- Gets along with others and works to defuse conflict & tension.

Diversity

- Displays cross-cultural sensitivity by understanding & respecting cultural differences.

Accountability

Level 1 (Basic Proficiency)

Self-Direction & Sense of Urgency

- Takes advantage of opportunities to identify and act on problems. Sets challenging goals, demonstrates urgency & drives hard to achieve them.

Flexibility & Resilience

- Is flexible and resilient by taking advantage of opportunities to respond quickly to change or consider new approaches. Aply deals with ambiguity by responding appropriately & effectively to uncertain situations.

Integrity

- Demonstrates integrity by taking advantage of opportunities to take responsibility for own actions and tell the truth.

Results-Driven

- Shows a "no-excuse" attitude and inspires confidence when working on a task.

Requirements & Compliance

Compliance

All employees of the organization are required and expected to meet the qualifications of the position. On an ongoing basis, all employees must meet the performance metrics of the job description satisfactorily, and in accord with the company performance management system. All employees must comply with all corporate standards, guidelines, codes of conduct, & policies as outlined in this document, in the corporate handbook, on the employee intranet, and as expressed either verbally or in writing. It is the responsibility of all employees to know, understand & comply with all compliance expectations herein.

All employees of the organization are required and expected to satisfactorily complete the learning curriculum prescribed by the Management Team.

Requirements for Telecommuting

When telecommuting, employees are required to adhere to the MGE Telecommute Policy.

Work Conditions

The following work conditions apply to all positions of the company:

- Ability to work in an independent environment with moderate supervision.
- Ability to work under a moderate noise level (i.e., working on an open floor with printers, telephones, and computers).
- Ability to travel for business and work beyond normal business hours when necessary.
- Ability to be flexible and successfully respond to multiple work pressures.
- Willing to work extra hours or weekends as needed and/or directed.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools, and to handle other computer components.



Job Description

Junior Lighting Designer

Dress Code

MGE expects employees to dress appropriately and professionally. Business proper grooming is expected. When telecommuting and using videoconferencing, camera must be on, and a professional background is required (this can be a blank wall, bookshelf, or similar).

Please submit resumes attention:

Ana I. Arroyo

HR Manager

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=31658&clientkey=4DBD7AA3121B90F4F0FB5A2DF2F00224>