

AVAILABLE LIGHT

TRADESHOW PROJECT MANAGEMENT COORDINATOR

HANOVER MA

Part-Time (20-30 hrs per week)

Listen. Create. Deliver. These three words are the core of our firm; we believe lighting design serves to elevate and reveal in sharp focus both purpose and meaning. Available Light is an award-winning, fast-paced lighting design firm specializing in the fields of Museum Exhibition, Architecture, and Corporate Theater. Our comprehensive services address the full design process from master planning and documentation through to final lighting tune-up. Delivering sustainable solutions for compelling, high performance environments is our mantra.



We are currently looking for a part-time Project Support Administrator in our Special Events and Trade Show division. Ideally this an in office or hybrid position but we would consider fully remote for the right candidate. If you are organized, enthusiastic, and enjoy contributing to a team environment, this position could be right for you.

Your diverse set of responsibilities would include:

- Assisting the project team with day-to-day administrative and logistics tasks such as, communicating with clients & subcontractors, show paperwork, coordinating travel, and keeping internal tracking systems up to date.
- Supporting division Principal and HQ Finance team to ensure timely invoicing of all jobs, payment of subcontractors, and approval of expense invoices
- Providing day to day administrative support for the division Principal
- General support in delivering excellent customer service to our clients
- Providing miscellaneous logistical support to the project team while they are on the road

What you need:

- 3-5 years' experience in administrative or project support
- Ability to complete tasks accurately and efficiently meeting critical deadlines
- Demonstrated experience in role requiring attention to detail and relentless follow-up
- Ability to balance and prioritize many requests that occur within the work environment
- Comfort with Microsoft Office especially Excel and familiarity with Adobe Acrobat
- Bachelor's degree preferred

Extra credit points for demonstrated experience in:

- Tradeshow logistics
- Deltek Vantagepoint and FileMaker Pro or similar
- software packages
- Familiarity with Vectorworks, Autocad, or Photoshop

Available Light offers flexible hours and excellent benefits to part-time staff. Please email your cover letter & resume to: careers@availablelight.com

Available Light is an Equal Opportunity Employer. All aspects of employment decisions will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of any status protected under federal, state, or local law. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We celebrate diversity and are committed to creating an inclusive environment for our colleagues.