



Project Coordinator & Technician

Des Plaines, IL

As a Project Coordinator & Technician on our team, you make it happen. Help develop submittals for a new high school theatre? **Got it.** Visit Chicago's Starbucks Reserve Roastery to help troubleshoot an issue? **Sure!** Prep 600 fixtures for Merchandise Mart? **Done.** Terminate DMX to control new lighting for Union Station's Great Hall? **Check!**

You'll work with our Project Managers and Engineer to bring projects to life. Completing technical work at the shop and on job sites, you'll utilize your prior lighting, electrical, installation, and other technical experience daily to meet our project goals and timelines. When you're not on site, you'll be working in our office or from home helping to develop project plans, finalize client documentation, and slide pieces into place for flawless field work for when the time comes.

WHAT YOU'LL DO:

Project Coordinator (50%)

- Participate in organizing, developing, and reviewing submittal packages for client review
- Provide daily status updates to Project Manager/System Engineer (and Office/Shop as needed)
- Coordinate with other team members to ensure job sites are visited regularly to assess progress, communicate with client/contractors, determine next steps for Protolight work
- Work with Project Manager to schedule on-site time for projects in coordination with construction/production schedule, Protolight team, the job site, and available labor
- Coordinate tools, PPE, and other equipment needed for each job site
- Coordinate with other trades (electricians, etc.) while on site
- Interface with clients, maintaining a professional demeanor, able to relay needs back to the PM
- Schedule and execute client training and programming if needed
- Update paperwork, digital files and drawings to as-builts with notes for future service

Technician (40%)

- Complete work on-site for equipment and system installations including:
 - Low voltage terminations
 - Field device installation (button stations, sensors, touchscreens, etc.)
 - Fixture addressing
 - Hanging and focusing fixtures
 - System programming and testing
- Work independently on-site to complete the above tasks, or in conjunction with other team members or freelancers
- Participate in troubleshooting systems as problems arise
- Complete basic or advanced service calls, system repairs, and other client-related requests (delivering products, picking up damaged equipment, etc.)
- Perform project pre-build, addressing, programming, or other prep work in the shop
- Coordinate gathering of proper tools, PPE, and other equipment needed on job sites
- Manage the de-prep of materials returning from job sites and re-organizing into Protolight shop
- Accommodate off-hours work (evenings, weekends, etc.) and travel between work sites and office to complete jobs



Other Stuff (10%)

- Prep and processing equipment, gear testing, and quality control
- Shop up-keep and maintenance
- Help in marketing efforts including social media, client demos, and other events
- Required training courses as needed

WHAT WE LOOK FOR:

- **Basics:** Bachelor's degree required
- **Technical Knowledge:** Prior installation, construction, or design-build experience strongly preferred; technical theatre experience required
- **Diligent:** Focused and motivated worker, attentive to detail, and an experienced multitasker; able to work independently
- **Curious:** Can pick up new things quickly and interested in learning more
- **Responsible:** Reliable and punctual; track record of completing tasks on time; has reliable transportation and a valid driver's license
- **Communicative:** Confident communication skills, not afraid to ask questions or bring up issues – even to the boss!
- **Easy to Work With:** Positive attitude; a team player who takes direction well
- **Handle Physical Demands:** Able to lift 50 lbs, stand for long periods of time, work in small or confined spaces, and not afraid to work at height (on top of ladders, lifts)
- **Flexible:** Able to work 40 hours/week, with varying shifts depending on project demands (evening/late night hours, weekends, early mornings, etc.)
- **COVID-19 Protocols:** Must be fully vaccinated and able to abide by company, client, and government mandated safety protocols including proper mask use, social distancing, and symptom reporting

WHAT WE OFFER:

- Opportunities to work on installations in interesting, up-and-coming, and well-known spaces in the Chicago area – check out our website for some of our projects!
- Newly renovated office and shop space
- On-the-job training from highly experienced industry pros
- Corporate-style benefits including top-shelf health insurance choices, 401k retirement plan, paid holidays, and paid vacation time

ABOUT PROTOLIGHT:

Celebrating 15 years in business during 2021, Protolight distributes more than 50 brands of lighting, audio and other A/V equipment for a variety of applications... from high school auditoriums and worship centers, to skyscrapers and museums. Join our growing team and learn how our innovative staff conquers some of the most unique lighting challenges in the city.

Please include your resume/job history in your application. Gold stars for those who also send a cover letter.

Protolight is an equal opportunity employer and is looking for highly talented and motivated applicants, of any variety. If that sounds like you, then please apply!