
Job Title: Projects Coordinator

Company: 3LR Lighting / 3LR Projects

Location: [Remote/Hybrid]

Job Type: Full-Time

Reports To: Projects Director

About 3LR

At 3LR Lighting, our founding principle guides our work: 'Lighting by Emotion'. We are a specialist UK-based lighting consultancy and design firm delivering visually striking, state-of-the-art, and sustainable lighting solutions for venues of all scales and architectural complexities. From world-renowned historic sites like the Royal Festival Hall and Brighton Dome to cutting-edge immersive commercial and entertainment experiences, we provide a complete, end-to-end turn-key service. We partner closely with our clients at every stage of the project lifecycle, guiding them seamlessly from the initial creative concept and lighting design conversations straight through to detailed cost planning, control system architecture, procurement, site management, and the final handover and commissioning.

Role Overview

The Project Coordinator will play a critical role in the successful delivery of 3LR Projects. Working closely with our Project Managers, Design Team, and external stakeholders, you will ensure that lighting schemes and control system installations are executed on time, within budget, and to the client's exact specifications. You will act as the logistical anchor for our project pipeline, coordinating equipment supply, scheduling installations, and maintaining clear communication across all phases of the project lifecycle.

About You

A highly organized and proactive professional, you thrive in the fast-paced, multi-faceted environment of lighting and systems integration projects. As the logistical anchor of our team, you comfortably take ownership of project timelines, equipment supply chains, and stakeholder communication. Combining operational precision with excellent interpersonal skills, you are committed to delivering seamless project execution and building strong, collaborative relationships across internal teams, site contractors, and venue managers, and our suppliers and key manufacturers.

Key Responsibilities

- **Project Tracking:** Monitor project timelines, deliverables, and budgets from initial client consultation through to final commissioning and delivery.
- **Logistics & Procurement:** Coordinate the ordering, tracking, and delivery of lighting fixtures, rigging, and control systems from manufacturing partners to project sites.
- **Stakeholder Communication:** Act as a central point of contact between 3LR's internal

team, clients, site contractors, and venue managers.

- **Resource Scheduling:** Assist in organizing site visits, managing contractor schedules, and ensuring the right personnel are deployed for installations and commissioning.
- **Documentation & Administration:** Maintain accurate project files, including photometric calculation reports, technical drawings, health and safety documentation, and compliance records.
- **Meeting Management:** Prepare agendas, attend project meetings, and distribute actionable minutes to the project team.

Skills & Experience

- Proven experience as a Project Coordinator, Project Administrator, or similar role, preferably within the live events, AV, construction, or lighting industries.
- Familiarity with technical production environments, architectural lighting, or control systems is highly advantageous.
- Exceptional organizational skills with the ability to help manage multiple complex projects simultaneously, alongside the Project Team.
- Strong financial acumen for tracking project budgets and processing purchase orders.
- Excellent written and verbal communication skills for client-facing interactions.
- Proficiency in multiple software platforms, in particular MS Office & Xero.
- Detail-oriented, highly organised, and driven by a high standard of quality.

What We Offer

- The opportunity to work on prestigious, boundary-pushing projects alongside world-renowned clients and venues.
- A highly collaborative team environment driven by technological innovation and aesthetic excellence.
- A competitive salary and benefits package tailored to your industry experience.
- Opportunities for professional development, training, and career advancement.
- Pension plan with employer contribution.

Find out more at: www.3RLighting.com