



Example of Studio Manager Job Description

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Our innovative and growing company is looking for a studio manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for studio manager

- Reviews, analyzes and audits customer and financial reports including sales, inventory, cash, productivity, payroll, and NPS, to achieve or exceed performance metrics
- Anticipates changing priorities and implements plans (staffing, space planning) to meet business needs Anticipates
- Manage all phases of design throughout project scope, including client relationship, project set-up, design, documentation and construction administration
- Create and communicate clear and attainable project objectives and project requirements with the client, Design Director and Studio Director
- Manage project scheduling, budgets, and set-up with clients, sub-contractors, vendors and consultants in conjunction with Studio Director, Design Director and Project Architect
- Prepare project team work-plans and manage a range of project team sizes, comprised of project architects and designers
- Work closely with Studio, Office and Regional Directors across the firm to promote an inter-disciplinary design approach and philosophy and facilitate its advancement in respective offices and across the firm
- Effectively communicate and implement the key strategic initiatives and become an influential "Voice" of project delivery
- Workload dispatch
- Constant update of studio schedules

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- Experience balancing resources across multiple projects
 - Outstanding admin, time-management, organisational and people-management skills
 - Exceptional prioritization skills - ability to manage multiple projects simultaneously is essential
 - Demonstrable experience in project managing and design workflow trafficking
 - Thorough understanding of the creative process in general and design practice and workflows in particular
 - Ability to understand, interpret & re-present comms briefs as required