

Studio Manager (Full or Part Time)

Job Description

The Office Manager is responsible for organizing the smooth daily operation of the studio and supporting the leadership and design teams in providing luxury-level service to our clients and guests.

Systems & Strategy

- Develop, implement, update and administer systems including project management system for scheduling & forecasting, CRM, on-site server, specification program (Filemaker)

Operations

- Co-ordinate IT Consultants, new hardware purchases, updates, upgrades & maintenance
- Co-ordinate physical office – enhance and maintain brand experience for team & guests, stock supplies, update sample room, co-ordinate cleaning staff, maintain office equipment

Marketing & Communications

- Develop and manage marketing plan and strategy
- Earned Media: Liaise with PR Consultants, publications and writers
- Owned Media: Co-ordinate Instagram account – publishing calendar & schedule, draft posts, organize tags; Manage Website – project updates, press updates
- Co-ordinate photoshoots with photographer, homeowners, stylists and staging suppliers; Compile Project Fact Sheets;
- Develop systems and assets to support networking opportunities

Skills Required

- Bachelor or Masters Degree
- Minimum 8 years work experience
- Software: MS Office, database & project management programs, Photoshop, Lightroom, InDesign
- Driver's license and access to car (car share membership, etc.) **(Mandatory)**
- Experience working with clients who are at the top of their game
- Strong planning, management and customer service skills in a luxury sector

Team & Studio Values

- Highly personal in our approach to creating inviting spaces for our clients
- Impeccably attentive to details
- Organized and able to manage several projects simultaneously
- Articulate communicators – spoken, written & visual
- Proactive, entrepreneurial, and solution oriented
- Comfortable working independently and collaboratively
- Curious – about design and people, and how they impact each other
- Excited about working in a progressive, globally minded design practice
- Quietly confident, showing deep respect for the trust our clients place in our work

Please email CV & Portfolios (under 10 mb please) to chad@falkenreynolds.com with "Studio Manager - Your Name" in the subject line. Due to the number of applications we receive only those selected for an interview will be contacted. Thank you for your interest in Falken Reynolds.