



2111 Woodward Ave.
Suite 1002
Detroit, MI 48201

313.800.4005 TEL

STUDIO MANAGER

The Studio Manager must have excellent communication and organizational skills, an ability to handle multiple projects and duties, and an eagerness to be a part of everything happening in the PTD Studio. The right person will be responsible for monitoring day-to-day operations, so we are optimally positioned to effectively address the needs of our clients and one another. The Studio Manager maintains studio resources, and works in tandem with the Principal and Design Director to ensure the studio runs smoothly. Simply put, our studio manager is someone that can anticipate the needs of others and is excited to execute and solve problems in an efficient and effective manner.

Specific Tasks/Responsibilities:

- General Office duties:
 - Ensure efficiency of day-to-day office operations
 - Manage the office calendar; including client meetings, presentations, site visits, project photography, installs and internal meetings, as well as management and integration of the Principal's personal calendar
 - Assist with scheduling and organizing travel/accommodations, conferences and shows, and department activities/event planning
 - Support design staff with regular or special projects, running errands, facilitating pick-ups/drop-offs and shipments to support any and all project requirements
 - Assist in maintaining PTD conference rooms, kitchen, and studio space in an orderly fashion
 - Assist in the purchase, delivery, and transport of project materials, including inspecting for damage, storage, and cataloging purchases
 - Answer all office calls, gather needed information, and route to the proper individual
 - Manage correspondence for general PTD email account
 - Ability to delegate/run errands as needed
 - Ensure the office is appropriately stocked and well organized with all essentials for day-to-day operations.
 - Ensure all technology meets business needs and work with IT consultant on acquiring any new equipment or software, along with managing all software accounts/subscriptions
 - Work independently and within a team on special nonrecurring and ongoing projects. Acts as project manager for special projects which may include planning and coordinating multiple presentations, assembling proposals, client communication, and event planning.
 - Supervise the onboarding of new staff, orientation, coordinate training on office standards
 - Maintain employee handbook, including updates to employment policies
- Business Development/Leads:
 - Be the office agent for intake calls and website submissions to learn about the viability and interest of potential projects.
 - Oversee updates to contract templates, standard forms, terms & conditions, and coordinate with company attorney as required

Position Type: Full-Time

Location: Downtown Detroit

Compensation: Salary

Billable Percentage: N/A

Benefits: Company Health & Dental Plan, IRA, PTO

Reports to: Design Director and Principal