PATRICK
THOMPSON
DESIGN

2111 Woodward Ave.
Suite 1002
Detroit, MI 48201

313 800-4005

Studio Operations Manager

Position: Full-Time
Location: Detroit, MI
Experience: 3–5 years preferred
Availability: Immediate
Office Hours: Monday–Friday, approximately 8:00 AM–5:00 PM

About Us
Patrick Thompson Design (PTD) is a Detroit-based multidisciplinary design firm specializing in architecture, interior design, and branding. Our work spans hospitality, residential, and commercial environments, bringing together thoughtful design, creative problem-solving, and a commitment to exceptional client experiences.
As a boutique studio, we value collaboration, creativity, professionalism, and attention to detail. We believe the way we operate as a business should reflect the same level of thoughtfulness and care that defines our design work.

Position Overview
Patrick Thompson Design is seeking an experienced, highly organized, and proactive Studio Operations Manager to oversee the daily operations of our Detroit studio.
Working closely with and reporting to the Principal and Associate Principal, this individual will play an integral role in keeping the firm organized, efficient, and operating at the highest professional standard. Responsibilities include managing administrative functions, supporting business development, coordinating internal operations, and maintaining a welcoming, collaborative, and well-run workplace. The ideal candidate is a resourceful problem-solver who takes ownership, anticipates needs, and can confidently manage competing priorities while keeping the details moving forward.

Key Responsibilities

Studio Operations & Administration
- Oversee daily studio operations, maintaining an organized, efficient, and professional working environment.
- Serve as a primary point of contact for visitors, clients, vendors, and general inquiries.
- Manage incoming communications, including phone calls, general email accounts, correspondence, mail, and deliveries.
- Coordinate office supplies, equipment, technology needs, maintenance, and building services.
- Maintain organized administrative systems, records, vendor information, and office resources.
- Coordinate IT support and technology-related services with outside consultants.
- Oversee meeting preparation, hospitality, and the overall presentation of the studio.
- Identify and implement opportunities to improve office processes and operational efficiency.

Principal & Leadership Support
- Provide administrative and organizational support to the Principal and Associate Principal.
- Manage leadership calendars, coordinate appointments, and assist with scheduling priorities.
- Coordinate client meetings, presentations, business lunches, travel arrangements, and events.
- Prepare management meeting agendas, track action items, and ensure timely follow-through on priorities and commitments.
- Assist with organizing project activity, tracking team initiatives, and coordinating budget information needed for leadership review and approval.
- Anticipate needs, communicate proactively, and exercise sound judgment when managing competing priorities.

Business Development & Proposals
- Coordinate incoming business inquiries, initial communications, and prospective client meetings.
- Maintain the firm's business development pipeline, lead tracking, and proposal records.
- Assist with drafting, formatting, organizing, and issuing client proposals.
- Maintain proposal templates, qualifications packages, and supporting business development materials.
- Coordinate RFP responses, portfolio presentations, and other new business opportunities.

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Human Resources & Recruiting Support
- Coordinate employee onboarding and offboarding, including documentation, technology access, and office orientation.
- Assist with job postings, candidate communications, interview scheduling, and recruiting coordination.
- Coordinate PTO requests, staff scheduling information, and general employee administrative inquiries.
- Support internal announcements, employee communications, and studio-wide initiatives.

Studio Culture, Marketing & Events
- Help maintain a welcoming, collaborative, and hospitality-driven studio environment.
- Coordinate studio gatherings, employee celebrations, client events, and seasonal initiatives.
- Organize client and staff gifts, holiday communications, and special occasions.
- Assist with project photography, award submissions, public relations coordination, and editorial opportunities.
- Support marketing initiatives, presentations, and special projects as needed.

What Will Help You Succeed
- You take ownership, manage deadlines, and follow through without needing constant direction.
- You are highly organized, detail-oriented, and comfortable balancing multiple priorities.
- You communicate professionally and proactively with leadership, project teams, clients, vendors, and employees.
- You anticipate needs, identify gaps, ask the right questions, and find practical solutions.
- You adapt quickly when priorities change while ensuring important details don't fall through the cracks.
- You exercise discretion, demonstrate integrity, and represent the firm's values and professional standards.

What You'll Bring
- 3–5 years of experience in executive support, administrative coordination, office management, or a similar role.
- Strong organizational, communication, and problem-solving skills.
- Proficiency in Microsoft Office, particularly Word, Excel, and Teams.
- Ability to work independently, exercise sound judgment, and manage confidential information.
- A flexible, results-oriented approach with a strong sense of urgency.
- Ability to travel to project sites as needed.

Compensation & Benefits
This position offers a competitive salary based on experience, skills, and qualifications, along with a comprehensive benefits package, including:
- Medical insurance
- Paid time off
- IRA with employer matching
- Paid parking
- Opportunities for professional growth and career advancement

Work Environment
The PTD Studio is an in-office, in-person working environment. This position is based in our Detroit studio, Monday through Friday.

Legal Information
Disclaimer: Duties, responsibilities, and activities may change, or new responsibilities may be assigned at any time, with or without notice.
Equal Employment Opportunity: PTD is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. We do not discriminate on the basis of any characteristics protected by federal, state, or local laws.

How to Apply
Interested candidates should submit their resume and cover letter via email to contact@patrickthompsondesign.com: