

Do you want to work as a TD Project Coordinator in a corporate interiors firm where **GOOD DESIGN MATTERS**, but so do YOU?

Do you value being:

- An integral part** of a company where everyone is welcomed, valued, heard, and respected
- Committed** to doing what is right and striving to bring your best self each day
- Purposeful** in your work by being responsive, well-informed, and deliberate
- A collaborator** who enjoys building genuine relationships to reach common goals

Would you enjoy:

- Creating** great experiences for clients, through all phases of the design process
- Designing** for a wide variety of types / sizes of corporate / tenant offices and building spaces
- Growing in your knowledge and skills** to become a proficient and well-rounded designer
- Challenging self** on managing a variety of technical and creative tasks on a weekly basis
- Collaborating** as part of a team and applying your skills to help get projects completed on time

We would love to meet you if you:

- Want a full-time Project Coordinator position in a commercial interior design firm and have 2 - 5 years of design experience in Tenant Development / Services
- Possess integrity and dependability with good organizational skills, industry knowledge, resourcefulness, and creativity to work and coordinate on projects with more independence and more contact with clients / vendors / project partners
- Want to work in a design firm that values the quality of work we produce and the relationships we build, where you have an opportunity to make a difference within our growing and relaxed design firm
- Enjoy a faster project pace that encompasses a wide variety of corporate clients from small to large companies working on multiple types of projects from start to finish
- Place importance on paying attention to details, doing quality work, and following established standards, guidelines, and procedures
- Are good-natured and down-to-earth willing to take on the responsibilities and challenges that come with working on multiple design projects and supporting your team members

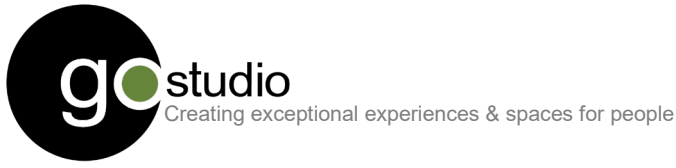
About Go Studio:

We are a corporate interior design firm with a special emphasis on (and love for) Tenant Development. Our office was founded in 2002 and is in Downtown Dallas. We serve a variety of clients and buildings, design a vast assortment of spaces that range in size and scope, and address a wide range of budgets and timelines. Our clients include building owners, property managers, leasing agents, and end-users (*tenants and independent corporate clients*).

We are a smaller firm with a mighty purpose to create exceptional experiences & spaces for people!

We hope you feel as excited about joining our team as we feel about doing the design work we love!

If you do, email us at rise@gostudio.com and we can send more information.



RE: Job Posting
INTERIOR DESIGNER: PROJECT COORDINATOR
Full-time Position immediately available

Duties & Responsibilities:

A Project Coordinator works under the direct supervision of a TD Project Manager and senior staff members. This role is an integral part of the design team by coordinating and completing projects in a timely manner utilizing Go Studio standards. A Project Coordinator works more independently while gaining more responsibility during some phases of a project and tasks such as: AutoCAD production (*as-built plans, space plans, pricing plans, construction documents, elevations, sections, marketing plans, lease exhibits, etc.*), field verifications, square foot calculations, design development, finish boards, and research (*code compliance, finishes, products and materials, and furniture*). In addition, a Project Coordinator will begin to delegate work to others, have more direct interaction / correspondence with clients, consultants, and vendors, assist in the training other staff members, and assist the Studio Coordinator in library maintenance and archiving tasks.

Qualifications:

Graduate of a 4-year degree from an Interior Design program accredited by the Council for Interior Design Accreditation (CIDA).

Preferred work experience: 2-5 years' experience in Tenant Development / Services

Skills:

Basic computer skills including knowledge in AutoCAD, Adobe Suites / Bluebeam, Microsoft Office 365, Word, Excel, PowerPoint, and/or equivalent

**Graphics and/or rendering capabilities a plus*

Hours:

In-office hours are 8:30 AM to 5:30 PM Monday through Friday

**Flexibility is available*

Compensation:

Full-time positions are salary based commensurate with experience. Full-time positions include insurance benefits, SIMPLE IRA plan, a rotating Friday off schedule, on-site parking garage / public transportation coverage, and bonus opportunities.

How to apply:

All interested candidates, please email or mail your resume and samples of your work to:

Bretta Maldonado, Owner | Principal

Email: rise@gostudio.com

Mailing Address:

1201 Main St., Ste. 1370

Dallas, TX 75202

214.420.4646 x101

For more info about Go Studio:

- **Website:** <http://www.gostudio.com/>
- **Instagram:** <https://www.instagram.com/gostudiodallas/>
- **LinkedIn:** <https://www.linkedin.com/company/go-studio-interior-design-dallas>
- **Facebook:** <https://www.facebook.com/gostudiodallas/>