

Do you want to work as a TD | PROJECT MANAGER in a corporate interior design firm where GOOD DESIGN MATTERS, and 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

Do 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 professionally in knowledge and skills to become a better project lead designer
Leading by example, collaborating, and mentoring a team of committed interior designers
Building company culture and long-lasting relationships with our clients and project partners

We would love to meet you if you:

- Want a full-time Project Manager position in a commercial interior design firm and have 5-7 years of design experience in Tenant Development / Services
- Possess integrity and dependability with good leadership, organizational skills, industry knowledge, resourcefulness, and creativity to manage effectively projects and a team
- Want to work in a design firm that values the quality of work we produce plus 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
- Pay attention to details, do quality work, follow established standards, guidelines, and procedures, and are answerable for personal actions
- Are good-natured and down-to-earth willing to take on the responsibilities and challenges that come with managing projects while collaborating and supporting your team members

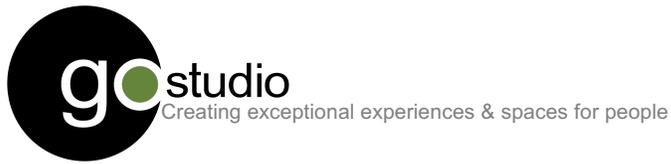
About Go Studio:

We are a corporate interior design firm with a special emphasis on (and love for) Tenant Development. Founded in 2002 in Downtown Dallas, we serve a variety of clients and buildings; design for a vast assortment of spaces that range in size and scope while addressing a wide range of budgets and timelines. Our clients include building owners, property managers, leasing agents, and end-users (*tenants and independent corporate clients*). Go Studio offers competitive pay, paid parking, health benefits, generous PTO, and more.

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: TD / PROJECT MANAGER
Full-time Position immediately available

Role Overview:

The Project Manager is the key leadership role responsible for overseeing and managing a portfolio of buildings and / or corporate projects, including all aspects of commercial interior design projects from inception to completion, taking ownership of all phases of a project. This role requires a dynamic individual with a strong background in interior design, project management, a keen eye for detail, and the ability to make most decisions on one's own. The Project Manager will collaborate with Junior Designers, Project Coordinators, vendors, contractors, and clients to ensure successful project delivery within budget, timeline, and quality parameters.

Duties & Responsibilities:

A Project Manager will perform some or all the following tasks under little or no supervision:

Regular Execution

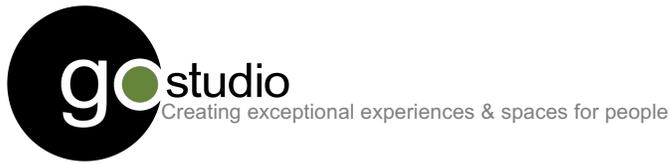
- Manage daily, weekly, and monthly project deadlines and scheduling
- Deliver and track client production work
- Complete ongoing training with other design team members
- Attend vendor presentations and industry events
- Regular 1:1 check-ins and annual performance review with President or Chief of Staff

Required Outputs

- Limited CAD production / delegation / supervision of team's production work (including as-builts, space plans, pricing plans, construction documents, marketing plans, lease exhibits, square footage calculations, file translations and the like) utilizing Go Studio standards
- Review of others' production work
- Field verification
- Finish selections and palette presentations, both virtually and in-person
- Research (including code compliance, finishes, products and materials, and the like)
- Vendor / consultant coordination
- Interaction and correspondence with multiple clients. The Project Manager is responsible for client relationships and will make most day-to-day decisions on their own. S/he is responsible for notifying senior management if a problem, issue or dispute arises, but shall use his / her experience to attempt to remedy the problem with minor supervision
- Management of assigned design team, training, and participation in employee evaluations
- BOMA square footage calculations and charts
- Independent decision making with guidance from senior management as required
- Independent management of portfolio of buildings and / or corporate projects
- If registered, sealing and signing of construction drawings
- Participation in interviews and hiring of additional staff members
- Preparation of proposals and assist in marketing efforts
- Preparation of billing information and assist in accounts receivable efforts

Effective Communication

- Go Studio co-workers (design and office staff)
- Client team contacts
- Vendors & industry representatives
- Microsoft Outlook calendar visibility with co-workers



Required Competencies:

- **Software Proficiency:** Operating AutoCAD and Microsoft Office 365
- **Diplomacy:** Effectively and tactfully handling difficult or sensitive issues with guidance from senior staff members
- **Hospitality Focus:** Anticipating and exceeding team and client needs, wants and expectations
- **Teamwork:** Cooperating with others to meet objectives
- **Time, Priority, and Attention Management:** Prioritizing and completing tasks in order to deliver high-quality production work within allotted time frames, while practicing focused, uninterrupted, distraction-free work methods
- **Personal Accountability:** Being answerable for personal actions
- **Employee Development / Coaching:** Supporting and contributing to the professional growth of others
- **Interpersonal Skills:** Effectively communicating, building rapport and relating well with all types of people

Education & Experience:

- 4-year accredited interior design degree preferred
- 4+ years of relevant work experience
- Adobe Suites or Bluebeam capabilities a plus

Work for Go Studio:

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:

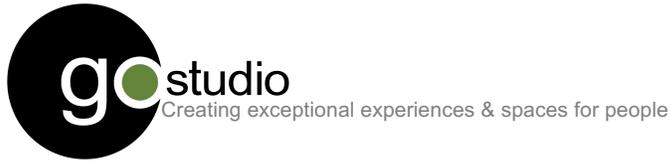
Email: rise@gostudio.com

Mailing Address:

1201 Main St., Ste. 1370

Dallas, TX 75202

214.420.4646 x103



Why Go Studio Exists:

We are a smaller firm with a mighty purpose to create exceptional experiences and spaces for people! We create exceptional experiences and spaces for people by fostering awesomeness in our culture, people, work product, and relationships through providing corporate interior design services.

Go Studio Core Values:

Gojo	Our place is special. We acknowledge the uniqueness of our team and our clients by creating an environment where everyone is welcomed, valued, heard, and respected.
All-in	Our team is committed. We strive to be responsive, do what's right, and do our best – even on days when our best looks different.
Purposeful	Our work is well-informed and deliberate. It sets us apart. We focus on the details and won't leave things to chance, because we know our designs bring vision to life.
Connected	Our relationships are give-give. We commit to collaborating with a community of people we value and who value us. Our mutual success is built on long-lasting, trusting, genuine relationships.

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/>