



## JOB DESCRIPTION

<b>TITLE:</b>	Design Studio Lead	<b>DATE:</b>	11/2020
<b>REPORTS TO:</b>	Design Director	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Design	<b>MGT/SPVR:</b>	Yes

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### **SUMMARY**

#### **PIVOT INTERIORS**

Our organization includes a strategic team of big thinkers and creatives who truly work interdependently. Whether planning our Customer Experience program, developing multi-pronged marketing strategies, or designing projects for our innovative clients, we are constantly finding ways to underscore our promise to partner with our clients to make inspiring spaces that unlock their people's greatest potential. The pace is fast, the learning is constant...but as part of a team this driven, the possibilities are endless.

#### **Your Role At Pivot**

As the Design Studio Lead, you will be responsible for positioning Pivot's creative expertise and design services to support new and existing clients. You will lead a team of dynamic, creative workplace designers, establishing high standards for design, providing a high level of customer satisfaction and serving as a communication link between sales, project management and the design team members. You will engage new customers and industry influencers in forward thinking discussions and workshops to solve strategic challenges within their organizations and use your skills and expertise to influence, persuade and shape other's perceptions and beliefs about design and how physical space can improve people's lives.

#### **In Addition, You Will**

- Be responsible for leading a design team including mentoring, training, professional development, establishing goals and priorities.
- Motivate team members while leading multiple projects, assuming responsibility for the completion of assigned projects and deliverables including programming, strategic planning, conceptual designs, space planning, presentations, design development, and production; delegate and oversee fulfillment of design deliverables as required.
- Leverage Pivot's workload management tools to:
  - Monitor and balance workload of design team, identifying synergies where possible.
  - Analyze, prioritize, and assign projects, opportunities, and bids.
  - Collaborate with design leadership team to share resources as required.
  - Coordinate outsourced design work.
  - Anticipate future design team resource requirements.
- Drive project solutions and customer experience to new levels both in terms of engagement and business development, but also in terms of innovative, tailored solutions.
- Follow established design process with team to achieve excellent results for our clients.
- Demonstrate excellent time management skills and flexibility; effectively and confidently address competing priorities and urgent situations, making sound decisions in short timeframes with appropriate action.
- Establish budgets and manage to financial targets; responsible for design contract administration and management of outsourced design work.

- Continuously focus on the profitability of the design department by tracking and analyzing design performance metrics, simplifying the design process, managing billable hours, gaining efficiencies, reducing errors, etc.
- Implement and execute creative design strategies.
- Perform other duties or special projects as assigned.
- Demonstrate our Pivot values of Respect, Integrity, Teamwork, Initiative and Curiosity in all aspects of work.

### **We're Excited About You If You Have**

- 8+ years professional experience including proven track record of leading a team and projects.
- Advanced degree in Architecture or Design preferred with a rigorous design education.
- Must be a certified Interior Designer, or equivalent.
- Active membership in a professional organization.
- Experience creating and developing overall design concepts and formulating design presentation strategies with an understanding of design history and trends.
- Excellent analytical and problem-solving skills.
- Outstanding graphic presentation skills.
- Strong leadership, management and mentoring skills.
- Proven track record of success in maintaining and growing client relationships, and a sense of business acumen to advise and guide clients as required.
- Strong, persuasive communicator with excellent verbal presentation skills and the ability to communicate complex design concepts to clients.
- Highly proficient and demonstrated ability to use 2D/3D software, CET Designer, AutoCAD, Sketch Up, and Adobe Creative Suite (Photoshop, In Design and Illustrator). Revit a plus.
- Advanced knowledge of the total project process including fee and team management, schedules and budgets.

### **SUPERVISORY RESPONSIBILITIES**

Directs the activities of design team, sometimes in different locations and carries out supervisory duties in accordance with the organization's policies and applicable laws. Expertise in identifying and challenging assumptions. Responsibilities include training employees; planning, assigning and directing performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Proof of valid California state driver's license, and proof of insurance of an operable vehicle required.

### **LANGUAGE SKILLS**

Ability to respond to complex inquiries or complaints from customers or members of the business community. Ability to effectively present information to top management in client organizations, public groups and other outside entities.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The physical environment is consistent with most professional service organizations. The noise level in the work environment is usually quiet.