

DAVID COLLINS STUDIO

JOB TITLE.	Senior Project Manager
REPORTS TO.	Design Director
FOCUS OF ROLE.	Successful delivery of complex design projects, managing several clients through the contract stages, assisting with design development, estimations, technical evaluation and projects completion and handover.

RESPONSIBILITIES

Your responsibilities include taking the Senior Project Manager role on projects supported by the team of interior designers and consultants.

With overall responsibility for the successful delivery of complex design projects, your duties will include arranging and preparing Client and Supplier meetings, taking minutes for project meetings, administration of the design projects and contracts, preparing Gantt Charts and reading and analysing documents, both for consultants and for the Studio.

You will generate monthly reports on the progress of the project, manage the project finances in conjunction with other members of the team and, where appropriate, work with the team to enhance marketing activity.

EXPERIENCE

- Experienced designer with 8 – 12 years' experience working in interior/architectural design on high end, large scale, luxury projects.
- Experience in cruise-ship and hotels essential, and ideally also residential and retail.

ROLE

This is a client facing role working on multiple projects. This includes co-ordination of design and contractor work, preparation of detailed cost plans / budget guidance for client presentation and review and consideration of all commercial aspects of the projects.

The Senior Project Manager role entails managing more than one client from initial client meeting through the contract stages. This will include assisting with design development, estimations, technical evaluation, assembling documentation and contract agreement up to the point of hand over to the clients.

TASKS WILL INCLUDE

- Lead and take overall responsibility for a large scale, high end commercial project which could include cruise-ship, hotel, spa, residential and retail
- Working across 2 design teams / 2 major projects
- Manage contractual and payment issues with clients
- Develop detailed project schedule for project teams.
- Entire responsibility for client liaison and ensuring project runs to schedule, budget and brief

- Consulting with clients – determining requirements and preparing information regarding design, equipment, costs and implementation.
- Account management – maintaining client relations throughout, keeping client informed regularly, negotiation of critical issues.
- Responsible for and involvement in all project stages including: brief writing, kick-off meetings/brainstorms, presentations, concept design, schematic design, detailed design, implementation, and on-site delivery
- Overall responsibility of the standards of design quality control and creative fit
- Oversee, mentor and coordinate the project team of up to 15 people including associate designers, senior designers, project coordinator, FF&E designers, CAD technicians, graphics and admin support

SKILLS

- Proven creative ability and management ability
- Degree in Interior Design or Architecture.
- Project management experience in all phases of projects.
- AutoCAD, MS Project, Photoshop, Illustrator, Sketchup
- Advanced knowledge of design principles and ability to interpret design concepts.
- Knowledge of design, trends, construction methodology, materials application.
- Advanced knowledge of furniture, FF&E, finishes, lighting and other materials.
- Understanding of relevant regulations and health and safety codes.