



Studio Matthews

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Seattle, WA 98122
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Position: Project Manager

Studio Matthews is seeking a Project Manager to lead multiple design projects. Our team is busy, focused and creative. We design award-winning visual and dimensional communication including exhibitions, installations, signage & wayfinding, branding & identity, print and websites. Our projects are varied and challenging and we seek a highly organized, strategic thinker to join our team.

Candidates will have experience managing creative teams and undertake the following:

Primary Responsibilities:

- Represent Studio Matthews by building and strengthening relationships with entire project team.
- Act as client liaison and oversee project process from initial stages through project completion.
- Assess, prepare and manage multiple project budgets and schedules concurrently.
- Ensure projects are completed on budget and schedule, while meeting client needs.
- Interact with regulatory and permitting agencies and ensure projects comply with legal requirements.
- Supervise ongoing management of process and quality.
- Evaluate anticipated workload and advise on staffing as necessary.
- Report to director and keep team apprised of project progress, priorities and modifications.
- Organize, plan and moderate design meetings, agendas, minutes and daily project communications.
- Manage change orders and other necessary items for project scopes.
- Respond to RFIs and RFPs.
- Create and maintain a master projects planning calendar.
- Contribute to the success of the organization, performing other duties as needed or assigned.

Experience and abilities required:

- Minimum 5 years Project Management in related design field: Architecture, Graphic Design, Exhibition Design, or 3D design.
- Experience managing multiple concurrent projects and complex, large-scale and long-term projects.
- Understanding of design process and ability to estimate project costs.
- Strong conceptual and analytical skills.
- Strong time management and self-direction.
- Excellent written and verbal communication skills.
- Ability to work both independently, and diplomatically on a team.
- Proficiency with Mac, Office Suite, Adobe Suite. Experience with Sketch Up, CAD, Rhino, Revit a plus.

Hours: Full time preferred. Flexible time will be considered.

Salary: Commensurate with experience.

Studio Matthews is an Equal Opportunity Employer. We support workplace diversity and do not discriminate on the basis of race, religion, gender identity, age, marital status, or any other protected class.

Send résumé and statement of interest to: jobs@studiomatthews.com with PROJECT MANAGER in the subject line. Please let us know where you heard about the position.