



Studio Manager
February 2021

Winwood McKenzie is seeking a highly organised, friendly, detail-oriented, and motivated studio manager to manage day-to-day operations, and, contribute to the business, strategic, and developmental aspects of a growing architecture practice.

The position is suitable for an experienced studio manager who would enjoy being part of a growing business in an important role within the studio. Someone with a strong interest in architecture who has a passion for building great teams and embraces and enjoys seeing a business grow, meet targets, and succeed. Working closely with the director, the role will include the development and implementation of business planning, HR systems, quality control, project planning and exploring new business opportunities.

Winwood Mckenzie is an ambitious architecture practice that combines the joy of designing with the professionalism and rigour required to bring ideas into reality. The team is composed of talented individuals with a passion for architecture and a commitment to the art and craft of the practice of architecture. The studio environment supports individuals who share our commitment to the pursuit of architectural excellence.

Studio Manager Role

- Business Planning - Assisting in the development and implementation of business and marketing plans.
- Managing staff – Assisting in human resourcing, recruitment, inductions, and annual staff reviews. Assist with the development and implementation of HR policies.
- General tasks – Assisting in maintaining the studio environment, including organising office supplies, material samples, office equipment, and directing enquiries to the relevant team member.
- Office Marketing and PR – oversee and assist in the development and implementation of marketing plans. Manage press enquiries and assist with award entries.
- Studio Planning – assist in day to day planning and resourcing of the studio. Monitor and review plans and resourcing.

Skills and Experience

- Previous Office Management / Administration experience is essential
- Business qualification is highly advantageous
- Excellent communication skills, written and verbal
- Intermediate-advanced skills in Microsoft Office Suite
- Experience with Adobe Indesign preferred
- Ability to work in a team environment with a high degree of independence
- Excellent people skills including effective at working with a team.
- Experience with the development and implementation of HR and quality control processes.
- Ability to quickly move from task to task.
- An understanding of the role and functions of an architecture practice is beneficial.



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(cont.)

Remuneration and Hours

Salary will be commensurate with experience and skills

Flexible working hours

Our studio is located in Mitchell House in Melbourne's CBD.

Apply

If you have a passion for contributing to the growth of a passionate and creative business and are enthusiastic about architecture and design please send your CV in PDF format to studio@winwoodmckenzie.com.au with the subject 'Studio Manager Application'.

Please submit applications by the 15th February 2021.