

## Studio Manager (maternity contract)

DesignInc is an association of independent Architectural practices with studios in Adelaide, Brisbane, Darwin, Melbourne, Perth, and Sydney. Collectively, our mission is to make a positive difference in every environment we shape. We believe that design is a journey to be shared, so collaboration is at the core of everything we do.

The Adelaide studio seeks a motivated Studio Manager to join our current support team of 3 staff, to provide support to our Executive Leadership and team of Architects and Interior Designers. The role is suited to a motivated, well-presented professional with strong administrative skills, and a proactive 'can-do' attitude, who is comfortable working both independently and within a team environment.

### The Position

As Studio Manager, you will oversee the efficient day-to-day operations of our studio. Reporting to the People + Culture Director, this role integrates closely with our team, requiring ownership and direct support across various studio functions, including (but are not limited to):

- Act as the welcoming front-of-house for the studio
- Assist Senior Management with organising working groups and administrative tasks
- Supporting HR functions such as coordinating recruitment, staff inductions and employment enquiries
- Coordinating team social cohesion and wellbeing initiatives
- Managing coordination of Continuing Professional Development (CPD) logistics
- Facilitating travel arrangements for the studio
- Maintain office facilities and liaise with providers to ensure a functional studio environment
- Provide support to our Practice Manager and Finance Officer as required.

### The Opportunity

We seek an organised, adaptable individual with attention to detail with excellent communication skills who can liaise with people at all levels. The ideal candidate will demonstrate a growth mindset, adeptness at managing multiple priorities, and a commitment to workplace confidentiality.

A confident self-starter with a positive attitude, with a minimum of 5 years of experience in a similar role. Advanced proficiency in MS Office is advantageous. This role offers potential for expansion in alignment with our studio's evolution and strategic vision.

This full-time position is based in our CBD office, on a 12-month contract covering maternity leave, with compensation according to experience and in compliance with the Clerks Award and Fair Work Act.

### The Team

More than an architectural practice, DesignInc embodies a holistic approach to buildings and the environment that puts people and sustainability at the centre of everything we do. At DesignInc Adelaide, we foster a collaborative culture that encourages personal and professional growth, supported by:

- An award-winning studio design promoting collaboration
- Access to an Employee Assistance Program (EAP)
- Professional development through Continuing Professional Development (CPD)
- Mentoring and Leadership Programs to support personal and professional growth
- Regular Social Events; team events and work functions.

DesignInc actively encourages applications from Aboriginal and Torres Strait Islanders, reinforcing our commitment to diversity and inclusion in the architectural industry.

### How to Apply

Please send your application, with a cover letter and CV to [reception@adelaide.designinc.com.au](mailto:reception@adelaide.designinc.com.au)