Job Description: Senior Project Manager  
Orange, CA

SPMDesign — OUR ETHOS //  
Consistency, Thoroughness, Passion, Craftsmanship; these are the fundamentals on which we have built SPMDesign.

Whether the project is a global corporate environment, experiential build, or a custom retail window— we approach every job with the same attention to detail that all of our clients deserve. With decades of experience in design, multidisciplinary production, artisanal craftsmanship, and fabrication— our dynamic clients count on us to execute their initiatives with ease, innovation, and results.

POSITION SUMMARY //  
SPMDesign has been experiencing rapid growth over the past few years and we’re ready to bring on a Senior Project Manager. We are seeking an innovative, energetic, detail-oriented and ambitious candidate to assist and manage a wide range of projects from start to finish from environmental graphics projects to large complex architectural/experiential build projects. This person will play a critical role in communicating project status to internal departments, clients, and external partners.

As Senior Project Manager, you will be leading mid to large-scale projects from concept to completion. More specifically:

**Skills and Qualifications as a Senior Project Manager:**

- Bachelor’s Degree in a related field – degree in architecture a huge plus
- Minimum 5-6 years of proven experience as a project manager in architecture, industrial design, exhibit design, and/or experience design and seeing at least (3-4) project through from concept through punch list
- Experience leading clients and partners through the design process
- Ability to read construction drawings and communicate with architects, engineers, general contractors, etc.
- Ability to manage budgets, schedules, and project partners from clients to vendors to internal staff
- Flexibility to focus on a large-scale client account with a variety of project types and/or multiple smaller, concurrent projects in various stages of development
- Experience in project development stages and processes within a creative or built environment
- Expert-level attention to detail (self-proofing), despite tight deadlines
- Strong ability to adapt in a changing environment with the ability to multi-task, effectively deal with ambiguity, and proactively ensure that progress and results are constant
- High level of interpersonal skills to handle sensitive and confidential situations - position continually requires demonstrated poise, tact, and diplomacy
- Ability to work independently and also build strong relationships with cross-functional teams
- Expert-level communication skills, both written and verbal
- Excellent organizational skills and a strong ability to plan, manage and execute a project on schedule and budget
- Proven ability in the use of computer-based tools: Adobe Creative Suite, Microsoft Office, QuickBooks.
Position Responsibilities as Senior Project Manager:

- Track overall budgets for large-scale projects
  - Have consistent and on-going budgetary accountability for profitability of projects
- Ensure that all projects are delivered within the agreed scope, time, cost and quality.
- Delegate tasks/projects to junior PMs
- Lead Design Team Meetings with clients and partners
- Interface with clients regarding status of projects, budgets, schedule, invoicing
- Oversee install teams, both internal and external
- Lead logistics of installs with client, install team
- Manage multiple projects at various stages of development
- Provide and support creative solutions that are in line with project goals and understands their impact on cost, production, and other variables
- Set and maintain the project schedule and communicates to the broader team, both internally and externally
- Communicate project status consistently to leadership and client
- Ensure project is meeting QA/QC standards and ensures required sign off and client approvals occur
- Coordinate with internal staff on creating estimates for projects and type up quotes for client review, ensuring all information is accurate and pricing is correct
- Track jobs once in production ensuring all parties are up to date and all information has been communicated to all parties
- Advise and escalate alerts of due dates, errors and/or changes that would cause delay or potential customer dissatisfaction
- Oversee PMs assisting on projects you are leading

Skills & Expectations as a Project Manager -

- Be a strong mentor and advisor, and provide ongoing training to junior-standing Project Managers and Coordinators.
- Maintain positive attitude with the team no matter the size or challenge of a project. Lead by example
- Strong leadership skills - approachable, personable and calm under pressure
- Strong presentation skills
- Maintain a high level of professional decorum at all times while representing the company with internal staff, vendors/partners and clients
- Solution Focused
- Process Driven
- Stickler on the details
- Strong analytical and problem solving capabilities
- Positive attitude, a ‘can-do’ style, and stellar work ethic
- Strong leadership skills
- Amazing attention to detail (self-proofing), despite tight deadlines
- Strong ability to adapt in a changing environment with the ability to multi-task, effectively deal with ambiguity, and proactively ensure that progress and results are constant
- Ability to work independently and also build strong relationships with cross-functional teams
- Strong interpersonal communication skills and problem-solving skills
- Clear thinking with excellent communication skills
- You will be executing special assignments and tasks under only general supervision
- You will be primarily engaged in work requiring the use of discretion and independent judgment with respect to matter of significance
JOB TYPE //
Full Time

COMPENSATION //
Compensation is BOE
Competitive Benefits Package

TO APPLY //
Please submit your cover letter and resume- along with relevant work experience/examples to info (at) spm-design (dot) com. No phone calls, please.