

## About Bowery Design Group

Bowery Design Group is an internationally award-winning, full-service architectural and design firm based in Los Angeles.

We specialize in **high-end modern homes**, with projects across Los Angeles, Beverly Hills, Bel Air, and Malibu, as well as select work throughout the U.S. and internationally. Our approach blends visionary creativity with meticulous attention to detail, delivering world-class, statement-making homes while ensuring a seamless execution process.

With a diverse global clientele ranging from luxury developers to private homeowners, we bring a depth of expertise that maximizes value without compromising design excellence.

Learn more at: [www.bowerydesigngroup.com](http://www.bowerydesigngroup.com)

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## Now Hiring: Part-Time Project Manager | Project Coordinator (In-House)

**Part-time | ~20 hours per week | Ideally 4 hours/day, 5 days/week | Flexible hours**

We are seeking an exceptionally organized, proactive **Project Manager** to help manage and advance multiple residential architecture projects in a fast-paced, detail-driven studio environment.

This role requires someone who can **multitask confidently, stay calm under pressure, and manage multiple moving pieces simultaneously**. The ideal candidate is highly structured, communicative, and relentless about follow-through.

This is **not an administrative role** — this person will actively **drive projects forward, maintain accountability across teams, and ensure nothing falls through the cracks**.

This is an **in-house position** for someone who wants to be deeply integrated into our team and process.

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## Key Responsibilities

- Monitor the status of multiple active architecture projects on a daily and weekly basis
- Track what is outstanding, what needs to happen next, and who is responsible

- Maintain project schedules, milestones, calendars, budgets, and internal checklists
  - Push projects forward and hold teams accountable to deadlines and deliverables
  - Manage competing priorities in a fast-paced environment without losing sight of detail
  - Coordinate consultant outreach, collect proposals, and assist in evaluating consultants
  - Prepare client-facing recommendations for consultants and project direction
  - Track project budgets, fees, proposals, and related documentation
  - Prepare and send **weekly client updates**
  - Coordinate communication between clients, consultants, and general contractors
  - Assist with **RFI tracking and coordination** with general contractors and project teams
  - Support coordination through design, permitting, bidding, and construction
  - Follow up on open items and ensure communication loops are fully closed
  - Anticipate issues before they arise and proactively keep projects organized
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## Qualifications

- Experience in project management (architecture, interior design, construction, or related field preferred)
- Exceptional organizational skills and strong attention to detail
- Ability to **multitask across multiple projects, deadlines, and communication streams**
- Comfortable working in a fast-paced environment with shifting priorities
- Excellent written and verbal communication skills
- Strong follow-through and accountability instincts
- Ability to coordinate confidently with clients, consultants, contractors, and internal teams
- Strong problem-solving skills and sound judgment
- Experience managing schedules, budgets, workflows, and project documentation

## Tools & Systems

- Microsoft Word & Excel
  - Keynote
  - Zoom & Google Meet
  - General familiarity with project tracking and coordination tools
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## Ideal Candidate

***The right person is extremely organized, dependable, and calm under pressure. They enjoy bringing order to complex processes, keeping people accountable, and making sure nothing falls through the cracks.***

***They are natural multitaskers who can move quickly between projects, prioritize effectively, and maintain clear communication in a busy studio environment. They notice what is slipping, follow up without being asked, and create clarity for everyone involved.***

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### **This Role is NOT a Fit For**

- Candidates seeking remote or hybrid work
  - Entry-level applicants without relevant project coordination experience
  - Individuals who prefer slower-paced environments or minimal accountability
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### **Schedule**

- Part-time (~20 hours per week)
  - Ideally **4 hours per day, Monday–Friday**
  - Flexible hours coordinated with team needs
  - **In-house presence required (Los Angeles)**
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### **Compensation**

Depending on experience.

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### **Growth Opportunity**

This role has the potential to grow into a larger project leadership position for the right candidate, with deeper involvement across projects over time.

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### **How to Apply**

We are actively interviewing and looking to fill this role immediately.

If you are interested, please submit your resume and a brief note outlining your relevant experience and why this role is a strong fit to:

**bowerygroup@gmail.com**

Attn: Hiring Manager

**No phone calls, please.**

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### **Important**

This is **not a remote position**. Candidates must be able to work in our Los Angeles studio. We do not offer relocation assistance.

Due to the volume of applications, we will respond only to candidates selected for further interviews.