



## Position- Studio Director- Architecture

<b>TITLE OF THE POSITION</b>	Architectural Studio Director
<b>EXPERIENCE</b>	15 years minimum
<b>QUALIFICATION</b>	B Arch / M.Arch

### FIRM PROFILE

- Sorg Architects is a full service, international design firm offering architectural design services as well as interior design, urban planning, historic preservation and construction management. Sorg Architects has completed projects in more than 30 countries throughout North America, South America, Eastern and Western Europe, the Middle East, Africa and Asia. Our extensive portfolio includes private and multi-family residential, commercial, educational, institutional and civic projects.

<b>CANDIDATE PROFILE</b>	<ul style="list-style-type: none"><li>• 15 years minimum experience in managing a professional design and construction administration services studio.</li><li>• Extensive managerial and personnel skills</li><li>• Experience managing a satellite office for an internationally based firm</li><li>• Highly motivated, self starter</li><li>• Ability to travel locally as well as internationally.</li><li>• Ability to quickly adapt and incorporate international design standards to foreign and domestic design projects</li></ul>
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<b>KEY RESPONSIBILITIES</b>	<b>Financial Perspective</b> <ul style="list-style-type: none"><li>• Responsible for project contracts including client and consultants contracts and coordination with main office</li><li>• Responsible for developing fee proposals for architectural services on all projects.</li><li>• Responsible for fee negotiations with clients and consultants.</li><li>• Control internal project costs.</li><li>• Responsible for reporting to, coordinating with and maintaining communications with U.S. based main office on a regular basis.</li><li>• Provide status and detailed reports on project design development, to designated point of contact in the U.S. based main office on a regular basis</li><li>• Prepare presentations of office performance for the Principal / Director on</li></ul>
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a monthly basis.

**Internal Perspective**

- Oversee and maintain tight control of the studio operations.
- Maintain overall studio schedule and staffing needs/projections.
- Review and control project work plans developed by Project Manager
- Maintain tight control of studio operations and project status
- Responsible to assure Principal that projects are being run profitably
- Responsible to quality control of production work

**Client Perspective**

- Maintain continual client communications to assure client satisfaction.
- Assist in the development of future clients and projects, locally and internationally.
- Identify new business development opportunities