

## **INFORM Studio seeking a Project Manager**

**INFORM Studio, an award-winning design firm, is seeking a talented and motivated individual to join our Northville, MI office.**

We are looking for a motivated and passionate professional eager to be part of our creative culture. As a Project Manager at INFORM Studio you will be responsible for leading project teams while maintaining liaison between the project team, client, consultants, contractors and authorities having jurisdiction over the project. The Project Manager will work in collaboration with the INFORM team to inspire and impact our clients, colleagues, and community. Fundamental to the PM role is spearheading the team's efforts in establishing and achieving project financial goals, collaborating with the project team to define and execute strategies to achieve these, and tracking and capturing the results. The Project Manager will lead and facilitate all professional service activities and processes from the initial marketing efforts to scope refinement and planning. As a multidisciplinary practice, you will have the opportunity to work in close association with our interior design, urban design and engineering disciplines and also collaborate with our Architectural team to ensure we remain effective in the delivery of our professional services.

### **Firm Description**

*INFORM Studio is a woman-owned architectural and design practice with offices in metro Detroit and Chicago. We specialize in the design of mixed-use, community, cultural, retail, urban design, and housing projects all across the nation. As a team of architects, interior designers, engineers, urban and computational designers, we are focused on changing the way the built environment is designed and delivered to bring positive change.*

From our website / [www.in-formstudio.com](http://www.in-formstudio.com) / you can reach us via **contact/careers** or email direct to [clavigne@in-formstudio.com](mailto:clavigne@in-formstudio.com)

### **Responsibilities and Duties:**

- Work with the business development team to organize and prepare Proposal Scope of Work, Schedule, Budget and Project Plan and execute the plan with the project team.
- Manage project contract, schedule, budget and resourcing for duration of the project. Track and manage financial performance of the project for success.
- Manage project administration with internal team and external design partners, sub-contractors, vendors and contractors.
- Manage the AHJ approval process for all jurisdictional stakeholders.

### **Qualifications:**

- 2-3 years of Project Management Experience
- Extensive knowledge of all aspects of professional services from business development through project close-out, including design and technical expertise. Experience in project financial management.
- Proficiency with Deltek Vantagepoint, NewForma and familiarity with Revit preferred.
- Excellent writing, communication and organizational skills.
- Professional Degree in Architecture, Interiors or Engineering preferred.