
Job Description

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Production Manager

Salary & Hours: \$75,000 - \$85,000 Full time

Gabriel Saunders is seeking an experienced Production Manager to join our growing Fitzroy team.

Are you an experienced Production Manager/Resource Manager/Project Manager with an interest in design and architecture looking to take the next step in your career? This exciting role is based in our beautiful Fitzroy studio, the right candidate will be full time in our studio, with the potential for flexible working in the future.

The ideal candidate will have an interest in design and provide professional production management to our team of 20, across projects nationally and internationally. The primary objective of the role is to provide effective Production Management to the GS studio, whilst providing additional administrative and project management support to the Account Management Team.

A flexible nature, ability to prioritise and a willing approach will be necessary for such a dynamic role. The role is supported by our General Manager and broader Administration team. If you thrive in a creative environment, are highly organised, take pride in producing high quality work and have a solution based mindset then this role is for you.

This role has 5 Primary Accountabilities:

1. Project Management & Execution

The Production Manager is responsible for the successful planning and delivery of studio projects, ensuring they are completed on time, within budget, and to the highest standards of quality.

2. Resource Optimization and Allocation

Ensuing projects are allocated to most appropriate team members to align with skills, timing and budget allocations. Including the liaison and booking of external contractors, who we collaborate with to coordinate architectural and viewline photography

3. Process Improvement and Innovation

Providing critical analysis and input to improve processes, with the goal of streamlining GS systems.

4. Balancing Client Needs and Studio Resources

Working closely with the Account Management and Admin teams to understand client needs, prioritising projects in line with client requirements. As well as assessing the production schedule in line with broader studio objectives, with the guidance of the General Manager. Providing additional administrative support to the Account Management team as required.

5. Cross Functional Team Coordination & Collaboration

Communicating effectively across all teams to understand individual and team objectives and obstacles, in order to plan projects accordingly.

Gabriel Saunders P/L

—Address
227 Moor St
Fitzroy Victoria 3065
Australia

—Telephone
+61 3 9419 4482

—Email
info@gabrielsaunders.com.au

—Website
gabrielsaunders.com.au

—ABN
15 145 739 984

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About Us

Gabriel Saunders has established itself as industry leading visualisation studio specialising in architectural visualisation and interior styling. Our tailored approach, unique methodology and cross disciplinary team create a unique offering for our clients.

We work with the world's leading architects, interior designers, branding agencies, photographers and developers to conceptualise beautiful designs.

We believe in dynamic careers and nurturing peoples' strengths and interests through work life balance, varied opportunities and experiences.

The skills and experience the ideal candidate will bring to the role:

- Previous experience in Production, Project and or Resource Management
- Contractor coordination skills
- Understanding and experience working within project budgets and timeline creation
- Flexibility in adjusting to changes and shifting priorities
- Proactive and forward-thinking approach; able to develop and execute strategic plans
- Previous experience with 3D render management in the architecture, interior design and furniture design industries will be looked upon favourably
- High attention to detail
- Highly organised and efficient
- Excellent verbal and written English communication skills
- Excellent data entry skills
- Extremely professional in all situations
- Strong interpersonal skills for relationship building; proficient in conflict resolution and negotiation
- The ability to read architectural and interior drawings is highly regarded
- Ability to work well with cross-functional teams and foster collaboration
- This role requires strong computer skills, previous exposure to project management and resource planning software would be of additional benefit

Gabriel Saunders offers:

- Work with leading local and global design teams on exciting projects
- Encouraging, creative, open, diverse and motivated studio environment & culture
- Commitment to work-life balance including flexible working arrangements
- Perks such as paid birthday leave, 2 weeks paid parental leave and a beautiful studio in the heart of Fitzroy, Melbourne
- Globally recognised studio

To Apply for this Role

To apply to this role, email your cover letter and resume to jobs@gabrielsaunders.com.au Please title the email 'Production Manager Application'

In your cover letter please include an answer to the following questions:

1. In three words, how would your co-workers describe you?
2. Outline your exposure/interest in design.
3. Our core values are Integrity, Quality, Collaboration and Knowledge - briefly describe how these resonate with you.

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