

# **GABRIEL SAUNDERS**

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## **Job Description**

Page 1 of 2

## **Studio Traffic Manager**

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Gabriel Saunders is a creative studio specialising in producing photorealistic imagery of the built environment. We are lucky enough to deal with some of the best design, branding and developer teams in Australia. Our clients respect and appreciate the effort, craftsmanship and critical thinking that the studio applies to each image allowing us the freedom required to produce beautiful imagery.

### **Purpose of the position**

The Traffic Manager oversees the delivery of studio projects in render town and real town. We want a problem solver who's happy to take the weight off the team and thrives on supporting others. To succeed you will be a competent multi-tasker, effective problem solver and team player. You will be able to face demands and requirements with positive solutions and be able to identify problems before they become a crisis. As an integrable part of our busy team you will ensure that the team are clear on their work priorities and you will be able to adapt to daily changing requirements - an organised team is a happy team! We are looking for someone who thrives on working in a fast paced environment and is equipped with a positive attitude.

### **Skills and Experience Required**

- 3+ years as a Traffic Manager in an agency environment
- Excellent communication skills
- Highly organised
- Responsive
- Problem solver
- Adaptable
- Background or interest in Architecture/Styling would be beneficial

### **Why work for GS?**

- Work with leading local and global design teams on exciting projects
- Encouraging, creative, open and motivated culture
- Good working hours
- Opportunity to work autonomously
- Access to ongoing professional development and career progression

**Reporting to:** General Manager  
**Hours:** Full time role  
**Location:** Online/ 227 Moor Street, Fitzroy

Please send CV with cover letter and folio to Bec Breheny, General Manager via [jobs@gabrielsaunders.com.au](mailto:jobs@gabrielsaunders.com.au) with Traffic Manager in the title by Friday 7th August 2020.

### **Gabriel Saunders P/L**

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Page 2 of 2

**Studio Traffic Manager**

**Key responsibilities & duties**

Duties	KPIs
<p><b>Traffic Management (80%)</b></p> <ul style="list-style-type: none"> <li>- plan and review live 3D visualisation and animation projects within studio and manage resources on a daily basis to keep up with changing workflow and priorities</li> <li>- create project budgets and set up projects using the online management software</li> <li>- assist studio team with managing priorities</li> <li>- ensure that all steps in GS process for every project is adhered to by studio staff</li> <li>- facilitate communication within the team so that critical information is shared and used</li> <li>- ensure studio staff have a balance of the type of work they are scheduled for</li> <li>- prepare timelines for the various stages of design delivery and monitor progress</li> <li>- manage external suppliers/contractors</li> <li>- run Work In Progress meetings</li> <li>- manage project budgets</li> <li>- coordinate photography shoots with studio staff, photographers and cherry pickers</li> <li>- flag production issues with management before they become a crisis</li> <li>- check studio work prior to client issue</li> <li>- look at ways to streamline projects</li> <li>- schedule internal project meetings and reviews and follow up outcomes</li> <li>- liaise with management regarding projections and hitting budget targets in relation to studio workflow</li> </ul>	<ul style="list-style-type: none"> <li>- Alleviate Management from scheduling</li> <li>- Projects run seamlessly due to adherence to process and communication is working</li> <li>- Client timelines are kept (or projects don't hit crisis mode)</li> <li>- Keep track of project budgets</li> <li>- Teamwork within studio</li> <li>- Team members clear on outcomes</li> <li>- Responsive to team queries</li> <li>- Project Management software applications updated daily (or more frequently if required)</li> </ul>
<p><b>Styling Coordination &amp; Account Management (20%)</b></p> <ul style="list-style-type: none"> <li>- client liaison for styling projects</li> <li>- prepare quotes</li> <li>- liaise with furniture and other suppliers</li> <li>- monitor project budgets</li> <li>- prepare project timeline and run sheet</li> <li>- working with the team to transform concepts from ideas into implementation</li> <li>- assist with product sourcing</li> <li>- coordinate bump-in and bump-out including logistics such as coordinating deliveries and couriers</li> <li>- liaise with contractors including maintenance, fitout, install contractors</li> <li>- onsite assistance</li> <li>- implement styling inventory system</li> </ul>	<ul style="list-style-type: none"> <li>- Projects are well planned and run smoothly</li> <li>- Successful project outcomes</li> </ul>

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