

# BENCH

## STUDIO COORDINATOR

BENCH Site Design is a 6-person Kelowna-based landscape architecture firm. We are involved in the design of parks, trails, wineries, playgrounds, streetscapes, and outdoor amenity spaces for multi-unit development project across the Okanagan region. We strive to create places that appeal to the senses, improve with time and use, foster community and ecological literacy, and connect users with the natural cycles of landscapes they inhabit. We embrace the idea that collaboration brings about the best solutions.

We are seeking a full-time, permanent studio coordinator to assist in the administration of the business functions of our practice. The successful candidate must be focused, highly organized, detail-oriented, proactive, and emotionally intelligent. The position would be well-suited to a person with a background in business operations, marketing, or communications, and who has an interest in design and/or ecology.

The studio coordinator will be responsible for developing and undertaking systems and process to streamline and optimize studio operations.

### RESPONSIBILITIES

The following is a general outline of the studio coordinator's responsibilities:

#### *Operations (30% of role):*

- Act as the first point of contact for phone and email inquiries to the studio, and direct to the appropriate person if/as necessary
- Liaise with landlord regarding minor building maintenance/coordination issues

- Track office supply stock, re-order as required
- Liaise with vendors such as printer company, insurance and IT providers, security provider, office cleaner
- Liaise with product manufacturers and suppliers, coordinate product education sessions, manage the studio materials library
- Track and renew memberships and subscriptions as required
- Monitor and triage general studio email inbox
- Update document templates, develop new templates as required, and be responsible for optimizing document template library
- Coordinate the assembly of a policy and standards manual, update periodically as necessary

#### *Marketing and Communications (25% of role):*

- Receive incoming requests for proposals, requests for qualifications and expressions of interest
- Assist in the preparation of project proposals
- Track proposal submission outcomes
- Perform periodic maintenance to the website, updating project portfolio or personnel information as required
- Monitor and develop compelling content for social media accounts
- Prepare and update project portfolio and cut sheets
- Coordinate project photography
- Update staff CVs and bios as necessary
- Assist in the preparation of award submission materials

#### *Finance (25% of role):*

- Prepare and maintain project budget tracking spreadsheets and subconsultant fee tracking spreadsheets

- Enter project scope and fee information into time/budget-tracking software
- Support principals with monthly invoicing
- Support principals and bookkeeper with the preparation and processing of contracts and subconsultant agreements
- Process cheques and electronic payment
- Assist with preparation of biweekly payroll
- Check mail, file cheques and invoices and input into accounting software
- Track sub-consultant budgets
- Track and manage re-imbursable expenses
- Set up incoming projects in time-tracking software
- Set up InDesign/Excel templates for project reports, documentation and presentations, assist with formatting
- Proofread and propose edits for project reports and presentation materials
- Book project-related travel as necessary

### QUALIFICATIONS

#### **Human Resources (10% of role):**

- Receive and file job applications and portfolios; respond to employment-related inquiries
- Assist in the hiring process
- Prepare offers of employment and records of employment documentation
- Track staff hiring anniversary dates and schedule annual reviews with principals
- Track staff vacation schedule and allowance
- Participate in the on-boarding of new staff
- Track, manage and administer employee benefits

- Post-secondary diploma or degree in marketing, finance, business administration, communications or a related field
- Past experience in an administrative or organizational role
- Superb written and verbal communication skills
- A positive and professional attitude
- A desire to deliver excellent customer service
- Fluency with digital media
- Experience with or a willingness to learn InDesign, Wordpress, Word, Excel and Quickbooks.
- Excellent time management skills, and an ability to prioritize tasks and meet deadlines within a constantly evolving workflow

#### **Social & Culture (5% of role):**

- Act as a champion for studio culture
- Coordinate continuing education and peer-learning seminars
- Track birthdays and organize celebrations
- Organize social events

We are seeking a person to join our small, tight-knit team who is:

#### **Project Support (5% of role):**

- Prepare, manage and circulate project contacts lists
- Arrange for printing and delivery of large-format drawings
- Prepare/distribute meeting agenda/minutes with the support of project managers

- Supremely organized
- Focused and self-motivated
- Detail-oriented
- Adaptable and proactive
- Receptive to constructive feedback
- Outgoing and personable
- Curious and empathic
- Keen to be part of a team and contribute meaningfully to collaborative processes

Past experience in an engineering, architecture, interior design, construction or development office

would be considered an asset, but is not mandatory. Demonstrated graphic design abilities would also be regarded favourably.

Because of our firm's small size, attitude, self-motivation and initiative to solve problems are particularly important to us. Our intention is to cultivate an office of collaborative and conscientious individuals with diverse skills, interests and lived experience. The ideal candidate for this position will demonstrate a desire to continually learn and grow. We are committed to maintaining a healthy studio culture and work-life balance; overtime for our staff is a rare exception.

Please send a resume including three references to [studio@benchsitedesign.com](mailto:studio@benchsitedesign.com) prior to 4pm on Friday, December 10, along with a cover letter telling us why you believe you are the right fit for our team. PDF format is strongly preferred. Some applicants may be approached prior to the closing date. We thank all applicants for their interest but only those selected for an interview will be contacted.

#### **COMPENSATION & BENEFITS**

This is a full-time, salaried position in our office in Kelowna, BC. Compensation is \$39,000-58,500/year, commensurate with experience and qualifications. The position is Monday-Friday, 37.5h/week.

Benefits include coverage of premiums for an extended health/dental/prescription/vision insurance plan, access to a group life and long-term disability insurance plan, paid vacation, a monthly sustainable transportation/fitness allowance, and support for on-going professional development.