Studio Manager

Matthew Baird Architects is an innovative, design-forward architecture firm with offices in New York City and Mount Desert Island, Maine. We design and build compelling commissions of varying typologies, and we love bringing work on paper to life, embracing the inherent challenges of construction. We are working on exciting projects with both public and private clients, and we value quality and sustainability in everything we do.

We are currently seeking a Managing Coordinator to support our team. This position requires an organized, highly collaborative and detail-oriented individual with a passion for design and an interest in learning about the operation and management of a design-driven architectural practice. The ideal candidate is self-motivated and can assist the studio and Founding Principal with executive administration, contracts, marketing, scheduling, travel, and financial projections and planning. This is a key employee who serves as the nexus of communication amongst firm architects, principals, and clients, with a direct report to the founder working on architecture and renewable energy projects. They are essential to the day-to-day functioning of the studio and will be responsible for a range of tasks.

Responsibilities include:

- Providing support to management, including drafting letters, contracts, scheduling meetings and appointments, emailing, and filing
- Working with the Studio Coordinator on marketing efforts including publications, website updates and social media postings
- Developing best practices with office workflow and company policies/procedures, as well as researching and implementing studio improvements
- Assisting with executive projections and staffing

Qualifications:

- Minimum Bachelors or Associates Degree
- Previous administrative or marketing experience is a plus. Both entry level and advanced candidates are encouraged to apply
- Have a vested interest in architecture, the environment, and design
- Must be a self-starter and be able to multi-task and thrive in a fast-paced environment
- Work with a sense of energy, passion and personal responsibility
- High level of organization and attention to detail
- Excellent written and oral communication skills, with experience with writing professional email correspondence
- Strong interpersonal skills
- Promote collaboration across all disciplines, with both professional and administrative teammates
- Proficiency with Microsoft Office Suite is required, and experience with the Adobe Suite (particularly InDesign) is preferred

The position is salaried, with benefits. Compensation will be commensurate with experience.

We are currently working remotely due to Covid-19, and we're adapting our work plan as we go, based on current health advisories. We can be flexible with the timing of a return to the NYC office for the individual who fills this position.

Please email your resume and cover letter to info@bairdarchitects.com.