

## Assistant Design Manager

### RESPONSIBILITIES

#### Design / Construction Administration Support:

- Assist with scheduling Vendor presentations/material library updates
- Assist with creating Unit Design Program and Unit Design Concept
- Maintain and update Designer Pages finish specifications for all projects
- Compile Unit Comp Study packages for presentations
- Assist with the following Unit Selections: Material Finishes, Plumbing, Appliances & Hardware
- Assist with reviewing Interior Designer construction documents for Amenity Spaces
- Assist with reviewing construction documents for unit design coordination
- Assist with reviewing construction Submittals and RFI's for Unit Interiors and Amenity Interiors
- Attend Framing and Electrical Box Walks as needed
- Unit Acceptance /Punch Walk support as needed
- Amenity Interiors Acceptance / Punch Walk support as needed

#### Lease-Up / Marketing Coordination:

- Work with Senior Design Managers on RFP for the following:
  - Fitness – Coordinate Fitness layout and pricing with Fitness Consultant; Assist with placing order and coordinating installation of Fitness Equipment at Project Opening
  - Audio / Visual – Assist with equipment ordering and installation with A/V Consultant
  - Unit Finish Boards / Digital Boards – Obtain pricing quotes, order samples and coordinate with framing company; compile Digital Finish Boards using Adobe InDesign
  - Coordinate with purchasing and installation of miscellaneous items for Leasing Office/Project Opening: Site Furnishings, Bike Racks, Leasing Office Furniture/Equipment
- Marketing Coordination:
  - Branding – Attend Project Branding meetings and provide Design Feedback
  - Signage – Assist with signage coordination with Signage Consultant; Assist with signage material finish selections and review of locations for installation
  - Renderings – Obtain pricing quotes, coordinate camera views and material/FF&E application with rendering company
  - Property Fact Sheets – Assist with compiling detailed project information for Property Management Team
- Pre-Leasing Coordination:
  - Assist with Space Planning and Furniture Selections for Pre-Leasing Center
  - Coordinate with Furniture Rental Company for delivery of furniture
  - Assist with installation of furniture and purchasing/installation of decorative accessories

- Assist Marketing Team with graphics as needed

#### **FF&E Support:**

- Assist Senior Design Managers with scheduling of FF&E Installation at Project Opening
  - Coordinate schedules with Construction and Vendors/Interior Designer prior to Installation
- Assist with FF&E Punch Walk to review all items installed and follow up with Interior Designer as needed
- Assist Marketing Team with Staging for Amenity and Model Unit photo shoots

#### **REQUIREMENTS**

- Education: 4-year college degree within the Interior Design and Architecture industry
- Experience: 3-7 years of professional experience within the Interior Design and Architecture industry. Multi-family and/or Hospitality experience preferred.
- A team player who possesses a positive attitude, a strong work ethic, a high level of professionalism and who can handle multiple project assignments.
- Strong communication and organizational skills.
- Proficient in Microsoft Word and Excel. AutoCAD and/or Revit required. Adobe InDesign and Photoshop preferred.

#### **CONTACT**

Qualified candidates should email their resume to:

**D'Ann Davis | Human Resources Manager | [ddavis@streetlightsres.com](mailto:ddavis@streetlightsres.com)**