

## Studio Director – Wayfinding & Architecture

VersionAbsolute is one of India's leading wayfinding & sign design firm with over 22 years of experience in consulting for projects in India and overseas. Our work is grounded in the belief that design strategy optimizes the efficiency of spaces and creates memorable experiences. We consult from our studios in New Delhi, Bangalore & Hong Kong with the core team of designers working out of our New Delhi office.

This is a full-time position is available at our New Delhi office.

### Studio Profile

**VersionAbsolute Design Studio** is a collaborative team of architects, designers, strategists, and design engineers who are engaged with a wide variety of clients on projects of all sizes—from large townships to campus signage systems and product design. As wayfinding consultants, we help our clients make their environments, user friendly. Our approach combines design and architectural expertise backed by a strong strategic understanding of the context within which the solution is to exist. We believe that this approach results in that builds trust, inspire confidence, and forge lasting relationships.

### Job Description:

As a *studio director*, you will have at least a **B.Arch** or a **B.Des** degree from a reputed institute and you will be responsible for the delivery of work from our studio so as to maintain design delivery & billing timelines set for all projects. As a part of this requirement, you will be need to manage the resources available and rely on your abilities to deliver parts of the design process as and when required. As we are a multi-disciplinary design agency, you will be required to work on both our Architecture Design as well as our Wayfinding & Sign Design projects with more of the latter than the former. You will be reporting directly to the firm principal.

This is a leadership role and the candidate's core responsibilities are as follows:

1. Deliver and/or lead multiple, often complex, design projects from concept through to site whilst adhering to design briefs, timelines, and budgets.
2. Work with and manage teams internally and externally to develop design briefs & strategies.
3. Project manage multiple projects including budgets, programming, risks, and resources both internal & external.
4. Produce, supervise, and deliver designs, drawings, schedules, guidelines, and specifications a strategy, design concept, design development, tender and construction stages. This will involve the following activities:
  - a. Site/Client Visit & design brief
  - b. Formulating project delivery timelines in consultation with the client and internally
  - c. Project planning, distribution of work and team management
  - d. Design review meetings with clients and other stake holders
  - e. Review of all work during mid stages & getting all internal approvals
  - f. Detailed Bill of Quantities (BOQ) along with estimates.
  - g. Vendor selection, shop drawing & sample approvals.
  - h. Managing the production/site implementation schedule
  - i. Site visits.
  - j. Quality & design review.

- k. Checking all drawings and documents for errors and accuracy before submission to client/third party.
- l. Developing vendors, contractors, material library and suppliers
- m. Keeping up-to-date with software & presentation techniques
5. Prepare and deliver design presentations, pitches & company profile.
6. Keep up to date with applicable laws that effect/influence our work, if necessary, meet with the concerned authorities to gather information.
7. Be responsible for the status and realization of your design projects including organizing and managing your colleagues and undertaking regular design/project reviews, to meet budget and programme requirements, as well as ensure full compliance with the project requirements and office standards.
8. Comply with all relevant office standards and industry professional development attributes, as available, and propose improvements as appropriate.
9. Managing and expanding teams whenever required by hiring, re-organizing and letting non-performers go.
10. Regularly report to firm principal on the status of your projects to assess their impact upon the overall company resourcing and finances.

**Skill(s) required:** AutoCAD, SketchUp, Adobe Photoshop, Adobe Illustrator & Adobe in-Design.

**Skill(s) Good to have:** Revit (BIM), Sketchup, Rhino/grasshopper, Video editing etc is a plus.

For consideration, please submit, along with online application, a personal portfolio that contains examples of fully realized and produced project work. Process sketch books are appreciated.

**Who can apply:**

Only those candidates can apply who:

- 1) Necessary:
  - a) **Minimum 6 years professional experience in sign design, wayfinding design, print/digital design, working in sign production companies or similar studio experience.**
  - b) **Experience in large scale projects such as townships, airports, healthcare, mixed use & commercial developments.**
  - c) Knowledge of workings/result/limitation of various machinery used in sign production.
  - d) Excellent production design portfolio.
  - e) Site and material knowledge.
  - f) Good communication and presentation skills.
  - g) Willing to travel to sites and clients.
  - h) Able to collaborate/manage a team to ensure a quick project turn around.
- 2) Good to have:
  - a) Are available immediately.
  - b) Fluent in spoken and written English.
  - c) Working on/with international projects/teams.

**Perks:**

Certificate, Letter of recommendation, Job offer, Flexible work hours, Informal dress code, good coffee!

**Life at VersionAbsolute**

At VersionAbsolute, we are as committed to enjoying life as we are to delivering best-in-class design. From curated art exhibits to internal design competitions and hackathons, to “Jammy Evenings,” our offices reflect our teams’ diverse interests. At any pointy in time, we have multiple office collaborative experiments, such as wall art/graphic, model making etc. We will draw upon your enthusiasm and skill collaborate and develop ongoing and future experiments.

We are looking for team members with a diversity of interests, who can value add to the quality of the shared experience within the office.

