

exit

Project Manager

Position Report to: Studio Director
Start Date: Immediate

Our Organization

Exit Design is an environmental graphic design and planning firm that designs connections between people, information and environments. Based in Northern Liberties, Philadelphia, Exit helps organizations all over the country advance their missions by creating communication in the built environment that facilitates ease of navigation and promotes place-based branding. With a deep understanding of how people experience places, our creative multidisciplinary team is passionate for strategically creating transformative experiences. For more information about Exit Design, please [click here](#).

The Opportunity

As a Project Manager at Exit Design, you will be responsible for being the primary point of contact on projects and client. We're looking for someone who inspires trust and confidence with our clients and project teams, is detail oriented and is a clear communicator. This person should have experience in project or account management and should feel comfortable as a leader in our studio. The ideal candidate feels confident in proactively managing the creative process, ensuring our team is on schedule and within budget. Knowledge of the design and construction process is a plus. This role is a full-time position that requires the candidate to mostly work out of our Philadelphia office, with some travel to project sites.

What You Will Accomplish

- Management of project teams by building internal project teams, overseeing the design process, and managing design team workflow
- Management of projects and accounts by leading budgets and schedules, providing strategic foresight and direction, anticipating next steps and instilling confidence
- Maintain and grow the depth and quality of ongoing client relationships while identifying new business opportunities
- Oversee production of project deliverables that exceed client expectations
- Serve as the primary client contact, lead client reviews and work sessions

exit

- Collaborate, interface and manage project stakeholders, partners, sub-consultants, freelancers, and vendors
- Manage staff and deliverable planning
- Oversee monthly billing, projections, and collections

Who Should Apply

- You have a minimum of 3-7 years of relevant work experience
- You understand the architecture, construction, and/or design and creative services industries
- You are a strategic thinker, with the ability to create short-term plans to accomplish long-term goals
- You have experience leading meetings, presentations, and fostering client relationships
- You have a strong work ethic with the ability to proactively manage the creative process
- You thrive in managing multiple projects, tight deadlines, and budgets
- You feel comfortable growing existing business and actively seek opportunities for new business
- You have excellent written and verbal communication skills
- You develop relationships and earn the trust of clients, partners, and colleagues
- You have excellent organizational skills and attention to detail and get excited for the opportunity to build better systems as we grow and evolve
- You are proficient in Google Suite, Microsoft Office, and project management tools like Monday.com or Asana. Knowledge of Adobe Creative Suite programs is a plus.

Salary Range

\$60,000-\$85,000

Exact compensation may vary based on skills and experience.

To Apply

We'd love to hear about your passion and share ours with you!

Please apply at <https://www.surveymonkey.com/r/SWGHG6P>.

If you have any questions, reach out to hr@exploreexit.com.