



Fusion Design Consultants Studio Director Role

Fusion Design Consultants, Inc. is a seasoned, successful commercial interior design firm. We are located in Boston's Innovation District -- a short walk from South Station.

Fusion Design Consultants is a positive, collaborative creative organization that thrives in a fast-paced environment. We are committed to designing exceptional workplaces that both improve the lives of ever-changing workforces and contribute to our client's business success. We strive to provide inspirational design and experiences with each project for each client.

Fusion offers a competitive salary and comprehensive benefits package including paid time off, paid holidays, health insurance, dental insurance, vision, life, short and long-term disability, matching 401(k) plan and professional development reimbursement.

We are currently seeking an experienced and accomplished Studio Director to manage and lead our Creative Services team.

Purpose of the Studio Director

Develop, lead, and manage a focused, aligned, unified, optimized Fusion project team and studio operation that provides exceptional corporate interior design for Fusion's clients, an exceptional work environment and culture for Fusion's "great fit" employees, and financial results that meet or exceed Fusion's success criteria.

Leadership & Management Responsibilities

- Recruit, direct, support, develop, and hold accountable FDC "great fit" project employees, including but not limited to Project Managers, Designers, Job Captains, Architects, 3D Visualizers, and Environmental Graphics Designers that 1) understand and are committed to Company Values, 2) understand their role and the results they are accountable for and have passion and desire to perform and achieve them, and 3) have all the expertise, ability, experience, work ethic, attitude to perform and achieve, consistently meeting or exceeding both client and Company expectations.
- Develop and implement effective and efficient project development and delivery processes that ensure efficient, effective, on time, on budget, to specification, code and industry standard compliant delivery of services and work product.
 - Project development, planning, management process
 - Design
 - Production
 - QAQC processes, methodologies, systems, and resources
- Develop organizational structure for Fusion's project development, planning, and delivery team structure and design promotes effective communication, increases productivity, inspires innovation, creates an environment where people can work effectively, maximizes competitive advantage, and makes clear professional development and advancement opportunities for each Project Team.
- Source, qualify, and manage engagement of new and existing outsourced service providers that provide essential Fusion project services with uniquely valuable benefits and value.



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- Develop and/or execute a performance management process that establishes, communicates, and ensures each Project Team employee achieves their expected results
- Identify Professional Development needs and opportunities for improvement, growth, and advancement, for each Project Team employee and develop and execute plans to increase and improve their expertise, skills, and performance and contribution.
- Develop annual and quarterly studio, department, and individual goals and objectives that result in achieving key performance metrics and-or continuous improvement.
- Ensure project employees have and meet Key Performance Metrics.
 - Hours worked
 - Billable-Realized Hours ratio targets
 - On budget, on time, to specification project performance
 - Actual project time equals or is less than budgeted project time
 - Project deadlines met
 - Minimization-elimination of incorrect or “make good” work
 - Minimization-elimination of incorrect or out-of-scope” work
 - Project Management and Accounting (in Deltek Ajera)
 - Ensure all Projects are correctly and completely set up and maintained in Deltek Ajera
 - Ensure target Consultant and Outsourced Service provider cost, fee, and profit targets are achieved on each engagement/project.
 - Consultant and Outsourced Services time and/or cost and fees.
 - All Projects correctly and completely maintained in Ajera.
 - Start and completion dates, percent complete.
 - Budget overages identified, explained including corrective and preventative action.
- Become competent and eventually proficient using and teaching Deltek Ajera Project Management and Accounting
- Meet or exceed all Studio Director individual success criteria and key performance indicators including but not limited to:
 - Hours worked
 - Billable-Realized Hours ratio
 - Development, implementation, and execution of a project delivery process that is measurable, and manageable to be sustainable, scalable, and continuously improved
 - Process compliance
 - Employee Retention
 - Performance Management plan realization
- Manage projects, project team, clients, and consultants when uniquely advantageous. Meet or exceed on time, on budget, and to specification targets.



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- Collaborating with Fusion leadership, lead and manage Fusion's Blinker Branding & Marketing for Commercial Real Estate clients service offering.

Process(es) Owned or Expertly Knowledgeable

- Effective Leadership and Management
- Fusion Core Business Process(es) (Design, Project Management, QC/QA, Production)
- Performance Management

Desired Results

- Thrilled, exceptionally loyal, evangelistic clients (at or exceeding expectations for on time, on specification, on budget project work-process, and deliverables)
- Optimized Project Delivery financial results (maximum revenue generation and profitability, minimum unbilled project time)
- Informed, equipped, empowered, committed, qualified, highly productive team – low attrition/high retention

Recruitment

- Determine and know current and future staffing needs based on business plans and results factors
- Develop relationships with sources of potential “great fit” corporate interior design employees
- Develop and execute qualifying and onboarding processes including screening, interviewing, portfolio evaluation, and proof-of-concept testing, as part of the qualifying process if appropriate, appropriate compensation including performance or contribution-based pay

Processes Owned

- Effective recruitment planning, sourcing, and recruitment of potential great-fit Fusion employees.

Desired Results

- A highly committed, competent, and proficient, productive project delivery staff.

Business Leadership & Management

- As a member of the leadership team, provide strategic and tactical input to help Fusion achieve sustainable and scalable success. Contribute to Strategic Planning including business performance management and decision-making.

Business Development



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- When and if the opportunity presents itself, leverage your exceptional experience, expertise, and professional network to contribute to Marketing and Sales, directly or indirectly depending on ability and availability.
 - Develop and maintain relationships with potential target clients, influencer, partners, and allies
 - Be a Fusion Brand Ambassador, promoting and propagating Fusion's brand to Fusion's target market
 - Capitalize on opportunities to be a Thought Leader, demonstrating your and Fusions expertise, ability, features, benefits, and value to Fusion's target market
 - Contribute to proposal and pitch design and production, and interviews and presentations to prospects and clients.

Desired Results

- Increased number of target clients, prospects, channels, connectors, and influencers.

Requirements & Qualifications

- Successful tenure(s) leading and managing Corporate Interior Design project teams
- Project development and management expertise and experience, including scope, budget, pricing, staffing, scheduling, and independent contractor management.
- Minimally, familiarity with, but preferred, expertise of Deltek's Ajera ERP software.
- Moderate to expert knowledge of, and where applicable, proficiency using the following technology:
 - Windows 10 & Microsoft 365
 - Autodesk software, specifically Revit
 - Blue Beam Revu
 - Adobe Creative Cloud applications

Reports To:

COO-CFO