

Studio Director

Location: New York City

Sector: Landscape Architecture

Martha Schwartz Partners (MSP) is seeking a new Studio Director for our innovative and fast-growing studio in New York City. We want a passionate, talented, collaborative and experienced professional to join the leadership team, working directly with Partners and the Design Director in managing and directing the studio and the project teams.

Profile

- Registration Landscape Architecture
- At least 20 years of professional experience in a landscape architecture firm
- Excellent leadership skills
- Excellent verbal and written communication skills
- Ability to inspire and create high performance standards
- Strategic work approach
- Ability to work independently and collaboratively with a dynamic team in a fast-paced and rigorous environment
- Providing clear team direction that results in design and technical excellence, client satisfaction, and exceptional project delivery
- Openness and ability to travel for work both nationally and internationally
- Well-connected in the regional market and with global connections

Responsibilities

- Leading all project teams, overseeing project managers, designers, and client relationships
- Collaborate closely with the Design Director and Creative Director to ensure projects achieve design and technical excellence
- Presenting to external client groups, chair client meetings
- Managing and ensuring that the project budgets are met
- Manage and administer the requirements of all project contracts, negotiate additional services outside the contract
- Ensure project management processes are followed
- Ensure Project Managers facilitate project reviews including quality assurance, peer reviews, and project health reports
- Provide leadership in resolving technical issues in projects
- Stays up-to-date with industry trends regarding technical best practices
- Coordination with Financial Management team to include in-house budgets / invoices / billing projections / accounts receivables

- Excellence in QA/QC process alongside construction documentation and administration
- Experienced in reviewing shop drawings and construction administration of projects
- Upholding office protocols
- Lead daily / weekly team meetings
- Lead daily check-in with project team leaders assuring staffing is fulfilled
- Workload projections and staffing management and review/approval of timesheets
- Attend global staffing meetings
- Project workflow scheduling
- Attend billing meetings with the Finance team
- Technical and project management mentorship
- Participate in the development of mentorship program
- Monitors team building and morale goals for achieving collaborative and healthy team culture and work practices
- Vetting and interviewing potential candidates
- Conduct team performance reviews and feedback to HR
- Proficiency in industry-standard software
- Responsible for soliciting proposals from consultants, preparing client proposals
- Participate in response to incoming RFPs, generation of fee proposals
- Contract negotiation and pricing
- Seeks opportunities to develop new business and client relationships and develops existing client relationships to cultivate additional service
- Supports the MSP brand through speaking engagements, publication and/or service on external leadership boards and organizations

This is a full-time position. MSP offers a competitive salary and hybrid work model with the requirement to be in the studio minimum 3 days/week.

Please send your cover letter, CV and portfolio (max 6MB) to careers@msp.world
MSP is unable to respond to everyone, please do not contact the office by telephone to inquire. No agencies please.

MSP is an Equal Opportunity Employer.

MSP is a leading international design practice with studios in London, New York City and Shanghai. MSP is dedicated to design excellence and climate solutions within the landscape and the work focuses on activating and regenerating urban sites and city centers. Situated at the intersection of public realm, urban design and site-specific art, MSP has 40 years of experience designing and implementing award-winning projects at various scales from public art installations to landscape masterplans.