

Tichenor & Thorp Architects (T&T): Chief of Staff

T&T is a boutique, award-winning architecture firm specializing in a variety of project types throughout California and internationally.

We are seeking a highly motivated, personable, and detail-oriented individual to join our staff as Chief of Staff. The ideal candidate shares our aesthetic sensitivity and commitment to outstanding client service and has the exceptional ability to work primarily as part of a small team while also efficiently handling independent tasks. They know how to supervise a team, are a great communicator, can reprioritize tasks as priorities shift, and are willing to utilize and improve their technical skills to successfully maintain the office.

The position is part-time to full-time and in-office.

JOB RESPONSIBILITIES:

The Chief of Staff plays a key role within the T+T team and oversees Office and Team Management, HR & IT, and Executive Assistance.

1. Team Management

- Works closely with the Principals and the Studio & Operations Manager to supervise and coordinate a team of 20+ designers, outside consultants and administrative staff:
 - Oversee the firm's operations and establish best practices.
 - Participate in meetings with outside consultants
 - Oversee staffing planning and work with controller on fee projections
 - Oversee staffing and project management meetings
 - Oversee contract reviews and proposal writing
 - Establish and update best practices in the areas of project management tools and processes, staff development training and mentoring program / reviews, risk management/contract review and general office culture: communication / events
 - May participate in invoicing process and billing review
- Monitor staff attendance
- Oversees admin staff who manage:
 - All office supplies and inventory and budget records for office supplies, hospitality and equipment as needed.
 - Planning and execution a variety of office culture events (happy hours, holiday parties, birthdays, etc.)
 - Maintenance of the company calendar with staff schedules
 - Organization of staff / client meetings, the management and coordination of all other scheduling duties
 - Office maintenance and quality control

2. HR Responsibilities

- Actively participate in collaboration with the principals in firm development, staffing and recruiting, office policy and culture fostering
- Develop and implement staff training programs
- Onboarding: ensure a smooth and personable onboarding experience, setup and orientation

3. IT Responsibilities.

- **Oversee admin staff and consultants who manage:**
 - Onboarding of new staff [station set-up w/ software packages]
 - Coordination with IT consultants on a quarterly, monthly, and/or weekly basis
 - General troubleshooting or other IT issues

4. Executive Assistance

- Works closely with the Executive Assistant and the Senior Administrator / Calendar Manager to help support the two principals.

QUALIFICATIONS:

- Minimum of 10 years of experience preferably within an architecture / design firm
- Bachelor's or Master's degree from US accredited program
- Excellent verbal and written communication skills
- Attention to detail, a professional demeanor, and a willingness to take on new challenges

- Strong organizational skills including the ability to prioritize
- Proficiency in Microsoft Office and G Suites
- Interest in graphics and experience with Adobe Creative Suite a plus
- Working on Mac based platform
- Basecamp and Asana knowledge desired; technology nimbleness a big plus
- US work permit

WHO WE ARE

We have been in business for 30+ years, working often with repeat clients that we are fortunate to get to count as friends. Inspired by site and responsive to climate, we are an international practice and regionally known for our expertise in a variety of project types. We design exceptional environments for life.

Our people are the key to our success. We are an open office environment that understands some of the best design solutions come from diversity and a collaboration of different viewpoints and expertise. We work hard while understanding that a fulfilling work life is best when balanced with a fulfilling personal life.

We are located on the Westside of Los Angeles. We are an Equal Opportunity Employer. We offer competitive benefits.

JOIN OUR TEAM

If this is you, send a cover letter and resume to Elisabeth Sporer at elisabeth@so-arch.studio. Use the subject line "CHIEF OF STAFF" in your email. No calls please.

We look forward to hearing from you!