



STUDIO MANAGER - HERITAGE, LOVELL CHEN

ABOUT THE OPPORTUNITY

We are looking for a dynamic and able manager to join our busy heritage team in East Melbourne.

Our multi-disciplinary heritage team includes specialists in building, heritage planning, history, interpretation and architectural history. We have very varied clients across Government and non-Government sectors, and work on a wide range of heritage projects of different scales and types.

The Studio Manager- Heritage will have a key role in the following:

- liaising with clients at all phases of projects
- co-ordination and tracking of tender submissions and fee proposals
- project planning and tracking
- team programming
- co-ordination with the Lovell Chen architecture and conservation teams
- overview and monitoring of QA and OH&S systems
- personal assistance to the Principals, Heritage

Working as part of the broader Lovell Chen administration team, the Studio Manager - Heritage will be integral both to the smooth running of the heritage team and to overall practice management.

ABOUT YOU

You will be a great team player who is excited by the prospect of a busy and varied role.

You will have the following key attributes, competencies and skills:

- a keen eye for detail
- excellent time management skills
- excellent communication skills
- advanced computer skills (Microsoft Word, Excel including developing skills in Vision and Microsoft Project)
- ability to prioritise tasks and work to deadlines
- ability to be independently proactive in initiating and maintaining consistent execution of the tasks required under this role
- strict adherence to confidentiality; and
- excellent people skills.

You will have a minimum of five years' experience in a relevant role.

Desirably, you will have training/qualifications in management or as an alternative, be able to demonstrate a strong record of relevant hands-on experience.

Experience in the heritage sector would also be an advantage.



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ABOUT LOVELL CHEN

Lovell Chen combines architects and designers with heritage consultants, planners, conservation specialists, historians, researchers, materials experts and other specialists in aspects of the built environment. We are a dynamic, innovative practice in the way we approach our work — bringing together strategic thinking, design skills, technical expertise, research and experience.

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SALARY

Salary is negotiable based on experience and would reflect a mid-level to senior role.

APPLICATIONS

Please forward your application (including referees) setting out your relevant experience and interest in the position, together with your curriculum vitae, to Kate Gray, Principal, Heritage, at kgray@lovellchen.com.au by 25 May 2018.