



## Studio Manager

Digits Industries is a small but busy new media design and software development company, providing solutions for large national and international clients, including prestige automotive, leading retail brands and well known financial institutions.

**Definition of Role:** This role requires a full understanding of web & digital design, including development techniques and the ability to manage a team of creative and technical resources.

You need to be capable of leading meetings and presenting ideas (both internally and externally), liaising directly with clients on project related matters and instructing others in order to complete projects to a high level. You should be able to interpret and implement briefs from clients and where able to offer alternative solutions to add value.

**Experience / Capability:**

3 + years' experience running a busy design studio

You must be able to manage a number of concurrent projects for our demanding corporate clients within accurate timescales, work under pressure for deadlines and communicate both internally and externally throughout the various stages of a project.

You will be the manager of the team and will be responsible for leading projects from a resource and skill perspective. You should be able to help develop other members of the team and also look to fill gaps where new resources are required.

**Required skills:**

The successful candidate should have a proactive 'can do' and 'can think' approach to the job, good timekeeping, be accurate in managing information, the ability to be well organized and to meet deadlines. An enthusiasm for the Design and Computer technology is required.

- Resource Management (managing design and development teams)
- Project Management
- Customer Account Management (creation of proposals and the ability to estimate project size and scope)
- An understanding of HTML/CSS techniques and timescales associated with this development
- An understanding of Flash Development techniques and timescales associated with this development
- An understanding of building web applications with C#.net (2.0 & 3.5)
- Quality assurance (Unit and system testing)

The above skills are essential but ideally we are looking for a candidate who has had some working experience of

- Microsoft Project

**Qualifications:** Graduate level

**Salary:** £35,000 +

**Working hours:** Monday – Friday 0900 – 1730

