

Studio Manager

VersionAbsolute is one of India's leading wayfinding & sign design firm with over 23 years of experience in consulting for projects in India and overseas. Our work is grounded in the belief that design strategy optimizes the efficiency of spaces and creates memorable experiences. We consult from our studio in New Delhi.

We are looking to hire a Studio Manager who will make the studio run as a sustainable business while designers focus on creative work. This is a leadership role and comes with the responsibility of scaling the business by steering it into more creative and financially rewarding projects and geographies. He or she will be Responsible for the commercial strategy, financial performance, and operational efficiency of the design studio, ensuring profitable growth while enabling the creative team to do their best work.

This position is an on-site, full time position

Studio Profile

VersionAbsolute Design Studio is a collaborative team of architects, designers, strategists, and design engineers who are engaged with a wide variety of clients on projects of all sizes—from large townships to campus signage systems and product design. As wayfinding consultants, we help our clients make their environments, user friendly. Our approach combines design and architectural expertise backed by a strong strategic understanding of the context within which the solution is to exist. We believe that this approach results in that builds trust, inspire confidence, and forge lasting relationships.

Job Description:

1. Core responsibilities:
 - a. Owns profitability, cash flow, and basic financial health of the studio.
 - b. Translates creative capacity into sellable, well-scoped projects.
 - c. Builds and maintains client relationships and a predictable pipeline of work.
2. Typical Responsibilities:
 1. Business and finance, Achieve and exceed monthly revenue targets for the studio.
 2. Prepare and monitor annual budgets, revenue targets, and monthly P&L.
 3. Set and track billing rates, discounts, margins, and utilization targets.
 4. Invoicing, collections, basic cash-flow management, and coordination with accountants.
 5. Client and pipeline development.
 6. Respond to RFPs.
 7. Identify target sectors, create a BD plan, and maintain a pipeline of leads.
 8. Prepare and negotiate proposals, fee quotes, contracts, and scope of work documents.
 9. Nurture key accounts, look for upsell/cross-sell opportunities, and monitor client satisfaction.
 10. Project commercial oversight
 11. Review all incoming briefs from a commercial lens: scope, effort, risks, and profitability.
 12. Work with design leads to create proposals, schedules, and resource plans.

13. Track project budgets, change orders, delays, and ensure variations are billed.
3. Operational & Process Responsibilities:
 1. Set up and refine standard operating procedures: briefing, approvals, QA, file delivery, archiving.
 2. Implement and administer tools for time-tracking, project management, and CRM.
 3. Optimize resourcing across projects (who works on what, and for how many hours).
4. Team & Culture (Non-HR but business-focussed):
 1. Work with founders/creative directors on hiring plans linked to revenue and pipeline.
 2. Run weekly planning meetings focused on capacity, deadlines, and commercial risk.
 3. Support performance reviews with data (utilization, recovery rates, project profitability).

Performance KPIs:

- Monthly revenue achievement vs target.
- Timeliness of design delivery
- Customer satisfaction & feedback scores.
- New business onboarding &

Skill(s) required:

- Strong understanding of design services but primarily business-oriented (could be ex project manager, account director, or MBA with agency experience).
- Skills: financial literacy (P&L, margin), negotiation, proposal writing, pipeline management, project management, and excellent communication.
- Comfort with spreadsheets as well as presentations, CRMs, project management tools, and basic legal/contractual concepts (NDAs, MSAs, IP clauses, payment terms).

For consideration, please submit, along with online application, past experience success stories in achieving similar KPIs, letter of recommendations from business owners/senior management etc.

Who can apply:

Only those candidates can apply who:

1. Earn a bachelor's in business management, graphic design, or marketing.
2. **3-5 years** professional experience in a similar role with design studios.
3. Experience in design process to estimate realistic timelines and resources.
4. Excel in design software (Illustrator, InDesign), PM tools, and emerging AI for efficiency.
5. Are available immediately.
6. Are available for full time (in-office).
7. Good communication and presentation skills; Able to collaborate, work under pressure.
8. Have relevant skills and interests.
9. Fluent in spoken and written English.

Perks:

Certificate, Letter of recommendation, Job offer, Flexible work hours, Informal dress code.

Life at VersionAbsolute

At VersionAbsolute, we are as committed to enjoying life as we are to delivering best-in-class design. From curated art exhibits to internal design competitions and hackathons, to “Jammy Evenings,” our offices reflect our teams’ diverse interests. At any point in time, we have multiple office collaborative experiments, many of them being design tech projects. We will draw upon your enthusiasm and skill collaborate and develop ongoing and future experiments.

We are looking for team members with a diversity of interests, who can value add to the quality of the shared experience within the office. We have team members who are musicians, some of us are avid adventure motorbicyclists, skilled illustrators and what we all share is a common appreciation for keeping things light & breezy.

[APPLY](#)