



JOB TITLE

DESIGN COORDINATOR

WORK LOCATIONS

Based out of Winter Park, FL, with required travel to project sites.

POSITION INFORMATION

Full-time salaried position; rate dependent upon education and experience.

SCHEDULE

Schedule will vary by project.

In this position you may be required to work evenings and weekends as needed.

This position requires you to be available on-call as necessary.

GENERAL JOB DESCRIPTION

The Design Coordinator will assist the design team as directed by the Design Director/Design Manager. Responsibilities may include creating and preparing creative and technical presentations, communicating with vendors for product and budget information, and coordinating with other divisions of work. This may include Landscape Architecture, Architecture, Interiors, Graphics, Show Set, Tech Integration, Ride, et cetera. The Design Coordinator will also communicate with vendor partners and consultants.

RESPONSIBILITIES

- Supports the design manager and project team with day-to-day project tasks.
- Actively engaged in weekly project meetings; responsible for sending agendas, taking and distributing notes to the team, and organizing action items.
- Organizes and helps facilitate meetings and other communications as necessary in order to ensure proper integration and to resolve issues in a timely manner. Facilitates and documents issue resolution and elevates unresolved problems as required.
- Develops and maintains scope lists, deliverable matrixes and design schedules, and action item/outstanding information lists in order to ensure appropriate project scheduling and oversight of the entire project scope.
- Acts as the chief expeditor for the project; responsible for ensuring integration of personnel, schedules and disciplines at the working level.
- Assists with creating feasibility packages and RFP documents as required. Will play an active role in the professional bid package process and hiring outside vendors. Communicates with potential contractors/vendors to obtain proposals and assists with the contract and invoicing process once vendors are signed on.
- Creates and assists with presentations to senior management (director, vice president level) on project status, both internally and for the client.
- Will be given client management duties working direct with AOA client base as the responsible individual for their contracted scope of work.

QUALIFICATIONS

- A working knowledge of all listed software is paramount, with proficient knowledge in:
 - Adobe Creative Suite: InDesign, Photoshop, and Illustrator
 - Bluebeam
 - Adobe Acrobat
 - Office Suite: PowerPoint, Word, Excel

PROVIDED TOOLS

This position is provided with a laptop, cell phone allowance and workspace. Any driving done for business purposes will be reimbursed at the current IRS rate.

APPLICATION INSTRUCTIONS

Submit a copy of current resume via e-mail (PDF only) to careers@insideaoa.com, with the title of the position you're applying for



(Design Coordinator) in the subject line. Provide a minimum of (2) work references in any field, (1) educator reference, and list of completed or upcoming relevant coursework.

AOA COMPANY INFORMATION

Why you should work for AOA

At AOA we take our work seriously, which is why we really like to have fun with our team members and live up to being one of the Best Places to Work in Orlando. We are committed to monthly Team Celebrations (such as happy hours, lunches, cookouts), admission to special industry sponsored events, an AOA Holiday Party in December, AOA Kids Camp at the office, team entries fees for local race events, reimbursement for athletic wear and classes, and AOA swag for our employees. We also offer commuter benefits, paid time off (vacation, sick leave, bereavement, and jury duty), health care and long-term disability benefits, 401K retirement benefits, paid maternity leave, cell phone allowance, and a continuing education reimbursement.

AOA Vision

To *dream, create, and build* global experiences of a lifetime.

AOA Mission

To create and build innovative and transformative experiences that astonish and exceed expectations.

At AOA, it is our expectation that all employees embrace and uphold our Company Values:

Communication – Be open, authentic, approachable, timely, and purposeful in everything that we do.

- Respect - Respect should be given across the board.
- Transparency - Transparency is key in the development of trust between parties and is essential in communicating with honesty.
- Professionalism - Professionalism truly lies in the individual's sense of responsibility to client, team, and projects.

Quality– Deliver every project knowing we did our best.

- Innovation – Continuously think outside the box and never be complacent.
- Exceed Expectations – Go beyond what our client needs.
- Repeat Business – Ensure our clients know they can trust us every step of the way to go above and beyond.

Leadership - Empower everyone to do the right things, not just do things right.

- Integrity – Have courage and confidence to do the right thing and inspire others to do the same.
- Problem Solvers – Don't be intimidated by challenges. Be creative, effective, and efficient to get the job done.
- Financially Responsible – Manage money in a way that is productive and in the best interest of the client and company.

Teamwork - Work collaboratively to create an environment where trust, honesty, and integrity is most important.

- AOA Family & Community – Be a good human and take care of one another.
- Diversity – Promote diversity of thought, people, and culture.
- Inclusion – Make everyone feel that they are valued and respected.

Balance - Be present at work and at life.

- Quality of Life - Happiness matters.
- Embrace the moment. - Give life your all and find the fun.
- Wellness - Devote time to physical and mental well-being.