



## **JOB TITLE**

**Design Manager (with a focus on Show Set Design)**

## **WORK LOCATION**

Winter Park, FL

## **POSITION INFORMATION**

Full-time salaried position

Salary range: 70k – 90k, dependent upon experience

In-office role; work from home options available

## **SCHEDULE**

Monday – Friday; 9:00 am – 6:00 pm, or as needed

## **GENERAL JOB DESCRIPTION**

A Design Manager with AOA is creative and applies an artistic nature in a business environment. AOA has a dynamic and ever-changing portfolio with bandwidth covering show set design and production to media and content creation. The skills of our team are diverse and continuing to develop, and we support endeavors to educate and grow for the betterment of our AOA team. All team members are responsible for helping to drive the creative direction of concept development, inspirational imagery, current trends, general art direction, and the detailed mechanics of the design integration into the overall project to help the team produce the best work possible. The Design Manager works full-time hours among the designers and creative talent in the Design Studio and partners with multiple teams within AOA to ensure designs succeed and are properly delivered to our clients. This position reports to AOA Executive Leadership.

## **RESPONSIBILITIES**

- Develops and implements successful design strategies
- Outlines how the design team will create deliverables and implement them for the project
- As directed by project leadership, leads the organization and manage the assembly and development of high-quality design packages. The design package articulates the project’s creative design intent and details the various show elements of an attraction, such as scenery, special effects, show action equipment, animated figures, props, animated props, audio equipment, lighting equipment, and more
- Manages a team of several designers, evaluating individual design deliverables and overall team performance. They also deliver critical feedback where needed and encourage team members throughout the duration of a project
- Will be expected to direct other internal team members for deadlines and project milestones.
- During design, participates in design, cost, schedule and technical reviews responsible for leading creative design, color boards, sketching, drafting, and models and other creative output that outline solutions to integrate elements into a themed environment
- Work alongside other design team members to help contribute to the execution of design deliverables. This includes, but is not limited to: 3D modeling, annotating drawings, creating 2D drawings, element list creation and management, taking meeting notes, creating schedules and timelines, et cetera
- Interacts with project management, show consultants, facility team, internal show team and other disciplines with professionalism
- Must establish clear lines of open communication and represent the design package, and associated documents, with a high level of familiarity
- Manages external subcontractor relationships during the project including schedules, contracts and invoicing
- During construction, oversees contractors, develops in-field solutions and follow-up documentation.
- Ensures project completion of documentation of art and finish specifications, materials specification and design drawing



- Responsible for the development and implementation of presentations and presentation artwork outlining creative goals and intent to gain internal and external approvals.
- Responsible for releasing project meeting documentation and organization of project server files both internal and external
- Plan and strategize software and hardware requirements to maintain high level of creative capabilities of the team within set budgets
- Will be expected to review and plan for project hours and personnel needs.
- Review and communicate labor report status with project leadership and executives to orchestrate change orders, invoicing and new proposals
- Performs other duties as assigned

### **EDUCATION & EXPERIENCE**

- Master's degree in graphic design, visual arts, architecture or other relevant fields.
- 10 years prior experience in the theme park and/or hospitality sectors
  - 7 years' design experience; 3 years' of design management experience preferred.

Required Software Includes:

- Design: Revit, Rhino, AutoCAD, SketchUp
- Presentation: Adobe Indesign, Photoshop, and Illustrator, PowerPoint
- Other: Bluebeam

### **PORTFOLIO REQUIREMENTS**

1. Must show samples of design drawings sets (Concept, SD, DD, CDs are all acceptable)
2. Must show samples of 3D Modeling in Rhino or Revit

### **QUALIFICATIONS**

- Ability to drive, motivate and has an ability to keep a finger on the pulse of current trends is key when working to achieve the goals of the team and the project
- Ability to establish, build, and maintain positive and productive team relationships based on open communication, trust and teamwork with project partners, departments, disciplines, and personnel.
- Communicates, inspires, and maintains project intent among all team-members.
- Ability to introduce artistic innovation into every project they manage, thinking of new ways to create unique designs that have meaningful impacts on clients
- Ability to manage and resolve conflict between individual team members and between different teams
- Ability to working with other teams to implement changes to design, influence others; leading them to understand why certain design aspects matter more than others
- Strong leadership skills and ability to motivate, mentor and deliver clear feedback to their team members
- Ensure strict team and project deadlines are met

### **PHYSICAL REQUIRMENTS**

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to speak
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

### **PROVIDED TOOLS**

Provided a computer, software and cell phone reimbursement. Any driving done for business purposes will be



reimbursed at the current IRS rate.

### **APPLICATION INSTRUCTIONS**

Submit a copy of current resume and portfolio: [careers@insideAOA.com](mailto:careers@insideAOA.com) with the name of the position you're applying for (Design Manager, Show Set Focus) in the subject line. Provide a minimum of (2) work references in any field and list of relevant project work if not included in the portfolio.

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## **AOA COMPANY INFORMATION**

### **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 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.