

# STONE INTERIORS

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ROLE:	PROJECT MANAGER
REPORTS TO:	MANAGING DIRECTOR
LOCATION:	SAN FRANCISCO

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Stone Interiors is a collaborative, design-led studio grounded in thoughtful process, architectural rigor, and a deep respect for historic precedent. Our work is shaped through inquiry, drawing, and material exploration, with an emphasis on clarity, proportion, and enduring quality.

Project management at Stone Interiors is essential to carrying design intent through execution. Our Project Managers provide structure, foresight, and discipline—ensuring complex residential projects move forward with clarity and care.

## Role Overview

The Project Manager is responsible for the operational and technical execution of high-end residential interior projects from concept through installation. This role partners closely with the design team to manage schedules, documentation, procurement, and coordination in support of the studio's design standards.

This position requires a strong understanding of both design process and construction execution, allowing the Project Manager to anticipate challenges, support decision-making, and maintain momentum across all phases of work.

## Reporting & Collaboration

The Project Manager reports to the Managing Director for operational oversight and works in close partnership with Designers and Lead Designers throughout the life of a project. Collaboration with the Principal ensures that design intent is upheld as projects move through documentation, procurement, and installation.

The role also requires consistent coordination with architects, contractors, consultants, vendors, and custom workrooms, representing Stone Interiors with professionalism and clarity.

## How You'll Contribute

- Manage multiple projects simultaneously, overseeing schedules, budgets, and deliverables
- Track progress toward design, documentation, and installation milestones
- Coordinate construction drawings and specifications for accuracy and completeness
- Source furnishings, materials, and products; prepare drawings and specifications for custom pieces
- Manage procurement, production timelines, delivery, and installation in partnership with the design team and expeditor
- Assign and oversee project tasks; review team output for quality and alignment
- Prepare and maintain project budgets and schedules (furnishings, lighting, hardware, finishes)

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- Participate in client meetings and presentations; document decisions and next steps
- Serve as a primary point of contact for consultants, vendors, and workrooms
- Represent Stone Interiors with discretion, consistency, and elevated service standards

## **What You Bring**

- 5–7 years of professional experience in high-end residential interior design or project management
- Degree in Interior Design, Interior Architecture, or Architecture
- Strong command of construction drawings, detailing, codes, materials, and specifications
- Expert knowledge of the procurement and production process
- Proficiency in AutoCAD, Studio Designer, Adobe Creative Suite, Microsoft Office, Asana and Slack
- Ability to review drawings and specifications with precision and care
- Knowledge of trade specifications for custom furnishings, textiles, carpets, window coverings, lighting, and hardware
- Familiarity with Bay Area vendors and custom workrooms a plus

## **Working at Stone Interiors**

Project Managers at Stone Interiors are trusted partners in the studio's work. This role requires discernment, steadiness, and respect for both process and people. We value professionals who understand that strong project management is not about control, but about clarity—creating the conditions for design to succeed.

Compensation is competitive and aligned with experience, expertise, and level of responsibility. The studio offers a comprehensive benefits package and supports work-life balance in a way that reflects the long-term nature of the work and the people who make it possible.