

**Job Title:** Head of Spatial Design  
**Reporting to:** Director of Creative  
**Location:** Based at our Norwich Office  
**Salary Range:** On Application

## Job Description

**Background:** A significant part of Pb's offering – exhibitions, events, installations, commercial interiors, virtual events – relies on our excellent Spatial Design team to imagine, scope, and design an exciting range of spatial solutions. As part of Pb Studio, the creatively focused area of the business, the Spatial Design team work closely with teams from across the business – Project Management, Graphic Design, Technical, Manufacturing, and Digital – to deliver our spatial offering completely in-house.

**Job Purpose:** The Head of Spatial Design is a creative, demanding and exciting role within the Pb Creative Studio which requires a thorough knowledge of all aspects of spatial design including a thorough understanding of technical build, manufacturing and materials. As a critical part of our spatial delivery, you will be leading and developing the Spatial Design team, managing projects, allocating the resources of the team, and ensuring creative excellence within a production framework.

### Main Duties:

- The day-to-day line management and supervision of the Spatial Design team including performance management, training and development, individual one to one meetings and team briefings etc.
- Manage the work schedules within the Spatial Design Team, planning ahead, meeting deadlines, managing staff time and holidays, resources and budgets. To delegate and allocate projects monitoring the timelines for completion on work/tasks.
- Lead on project from a design perspective from inception to de-brief, including how to gain understanding of a client's objectives, the ability to brief colleagues effectively, empathising with the client's requirements, the application of skills and leadership under pressure while supporting Account Managers and Project Leads to deliver the best solution available.
- Embed and drive a production understanding within the design process ensuring designs are rigorously interrogated to be fit for purpose from a manufacturing, budgetary and timescale perspective.
- Liaise effectively with all internal teams to ensure the effective relay and cascade of information
- Lead the Spatial Design team as required for creatively interpreting briefs.
- Creatively lead on the concept creation for project and support a creative mindset throughout the team.
- Create detailed floor plans and technical build/manufacturing drawings, 3d models using Vectorworks. Manage the Spatial Design Team creating budgets and timescales for projects keeping the relevant Project Lead updated with the progress and costs.
- Create visual designs, renders and technical build/manufacturing drawings with the relevant software.
- Lead and support with pitches and presentations.
- To be an expert in your field by volunteering innovative creative input and bespoke design ideas to present to key stakeholders.
- Undertake comprehensive site visits when required, liaising with relevant stakeholders.
- Gather information using available resources to cost out a reasonable estimated quote.
- Contribute proactively through on-going communication, meetings etc. with all appropriate departments.
- Take responsibility for being at the forefront of the design profession by keeping abreast of new developments in design and technology.
- To actively pursue commercial and creative opportunities for Pb.
- To manage and cover for holidays, sickness and absences etc. in the design department.
- To be a proactive team member within Pb engaging professionally with internal staff whilst also acting as an ambassador for Pb externally.
- To promote equality and diversity awareness within the team when dealing with each other and clients.
- Carrying out additional duties where appropriate which may be allocated from time to time by the Director of Creative.

All Production bureau Limited employees are responsible for:

- Working to the policies of Production bureau Limited
- Promotion of equal opportunities and respecting diversity within all aspects of their work
- Complying with all Health and Safety regulations and promoting a safe working environment
- Carrying out additional duties which may be allocated from time to time by the Board of Directors

## Requirements

Essential Criteria = (E) Desirable Criteria = (D)

### **Qualifications/Skills:**

People management skills (E)

PC skills (E)

Excellent working knowledge of the Adobe Creative suite, Vectorworks and Unreal Engine (E)

Knowledge of Photoshop and/or Illustrator (D)

Knowledge of Unreal Engine or similar rendering package (D)

Creating and managing project budgets (E)

Excellent interpersonal and communication skills (E)

Good presentation skills when client facing (E)

Good problem solving skills (E)

Professional or degree level qualification in Exhibition or Spatial Design (D)

### **Experience:**

3 + years experience in a similar senior design/lead role including people management experience (E)

Detailed knowledge of spatial design including exhibitions and conference stage sets (E)

Delivered projects from concept to delivery (E)

Experience of working in a pressured environment and to deadlines (E)

Experience of communicating with clients on creative projects (E)

Experience of conceptual design and hand drawn sketching (E)

Experience of budgeting and quoting (E)

A multi-tasker who has experience of managing workflow through a team/studio (E)

Experience and awareness of Health & Safety requirements relating to Exhibition & Spatial work (E)

Experience in the live events industry (D)

Detailed knowledge of manufacturing and onsite construction (D)

### **Attributes:**

Curious

Collaborative

Creative

Positive, enthusiastic and flexible approach to work with a willingness to work away from home occasionally

Professional and personable Individual

A desire to work creatively and to be innovative

A positive and flexible approach to work with an ability to react to change as it happens

A self-motivated, enthusiastic individual with a good sense of humour

A team player who can share ideas and best practice

Full driving licence