

SPACE.THEORY

Studio Manager, Bay Area

[Space Theory](#), Henrybuilt's next-gen performance kitchen system company, is seeking a self motivated professional to support the growth of Space Theory's business in the Bay Area.

Henrybuilt is the designer and manufacturer of the first luxury American kitchen system. Founded in Seattle in 2001, Henrybuilt is now part of a group of 3 synergistic companies that are growing rapidly. The company is headquartered in Seattle with design studios in New York City, San Francisco, and Los Angeles. You can learn more about the company [here](#).

Space Theory is a dynamic company that leverages the foundation of Henrybuilt and utilizes proprietary technology to make designing high-quality, functionally sophisticated kitchens simpler, faster and more accessible. The Studio Manager will be responsible for ensuring our new studio feels representative of our brand and will assist the senior team in creating an outstanding client experience.

This is an exciting opportunity to join a growing company at an inflection point - a company with a distinctive combination of tech, architecture and design at its core. We are committed to fostering the best creative work in a culture that stresses a non-hierarchical collaborative atmosphere, with ample opportunities and pathways to contribute and grow your career.

Based out of Space Theory's new studio in Mill Valley, the Studio Manager will:

- Be responsible for welcoming trade and homeowner clients and explaining to them the philosophy of our company and product offerings.
- Work with the Space Theory and Henrybuilt teams to activate our studios in ways that build industry connections and create lifelong clients.
- Identify and execute opportunities to engage with the professional design community at large and with niche communities of design enthusiasts.
- Support the senior team during client meetings and by assembling proposals and drawings sets, produced using our proprietary design software.

- Ensure the experience of visiting our space feels sophisticated, elegant, engaging, and aligned with a premium brand.
- Manage incoming inquiries and assist the senior team with client communication.
- Manage the day-to-day facility needs including sample inventory, propping, stocking, and facility maintenance.

Success in this role requires:

- Background in design and residential architecture and the ability to engage in nuanced discussions on these subjects.
- Proven experience in business development, including outreach initiatives, event coordination, and cultivating strong, long-term client relationships.
- The ability to work with diverse personalities, complex situations, and varied project objectives with tact and professionalism.
- Exceptional written and verbal communication skills, with an eye for detail and clarity in conveying complex ideas.
- Excellent time management skills with a proven ability to meet deadlines and switch priorities efficiently.
- Proficient with Microsoft Office Suite, Google suite, and related software.
- Bachelor's degree in architecture, interior design or industrial design is a plus.

Please send your resume and cover letter to careers@spacetheory.com