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Studio Coordinator

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DesignInc is an association of independent, multi-disciplinary design practices with studios in Adelaide, Brisbane, Darwin, Melbourne, Perth, and Sydney. Our purpose is to make a positive difference in every environment we shape. We believe that design is a journey to be shared, so collaboration is at the core of everything we do. The successful candidate for this role will have the opportunity to further progress their career within an inclusive and supportive studio culture.

The Adelaide studio seeks a motivated Studio Coordinator to join our current support team of 5 staff, to provide support to our Executive Leadership and team of Architects and Interior Designers. The role is suited to a motivated, well-presented professional with strong administrative skills, and a proactive 'can-do' attitude, who is comfortable working both independently and within a team environment. This role is ideal for someone with a few years of front-of-house or administrative experience who enjoys creating a positive first impression and providing consistent, high-quality customer service.

The Role

In this role you will:

As Studio Coordinator, as the first point of contact for clients, consultants, and visitors, you'll help set the tone for our studio, professional, inclusive and collaborative. You will oversee the efficient day-to-day operations of our studio. Reporting to the Practice Manager, this role integrates closely with our team, requiring ownership and direct support across various studio functions, including (but are not limited to):

- Act as the welcoming front-of-house representative for the studio
- Provide administrative support to our Practice Manager
- Assist Senior Management with organising working groups and administrative tasks
- Support HR functions, including coordinating recruitment, work experience and responding to employment-related inquiries
- Coordinating team social cohesion and wellbeing initiatives
- Managing the logistics of Continuing Professional Development (CPD) activities
- Arrange and facilitate travel for the studio
- Maintain office facilities and liaise with service providers to ensure a functional studio environment
- Support the Finance Officer with MYOB data collation and entry
- Assist with ICT support and coordination

The Opportunity

We seek an organised, adaptable individual with attention to detail with excellent communication skill and the ability to engage confidently with individuals at all levels. The ideal candidate will bring strong attention to detail, a proactive mindset, and the capability to manage multiple tasks in a fast-paced environment, and a commitment to workplace confidentiality.

We're looking for a confident self-starter with a positive, welcoming attitude and a minimum of three years' experience in a front-of-house or similar administrative role. Advanced proficiency in Microsoft Office will be highly regarded.

You'll thrive in this role if you're organised, friendly, and enjoy being the go-to person who keeps things running smoothly.

This full-time position is based in our CBD office.

Salary is commensurate with experience and in compliance with the Clerks Award and Fair Work Act.

Our Team

As a multi-disciplinary studio focused on designing environments that promote health, happiness, and lasting positive impact, we have created a work environment for team members to reach their full potential.

Our team members benefit from:

- A culture of collaboration that strives to support each individual.
- A 9-day fortnight work arrangement.
- A Continuing Professional Development (CPD) program comprised of internal and external training.
- Regular Social Events; team events and work functions
- Access to an Employee Assistance Program (EAP).

The role is fulltime and based in our CBD office location. Salary package and general terms will be compliant with the FairWork Act and relevant Awards. Terms are also negotiable in accordance with experience and market rates.

How to apply?

If you are interested in joining our team, please submit your cover letter and CV addressing the role requirements via the SEEK portal. Please direct queries to 08 8223 2888.

Applications close by 13th February 2026.

Applicants must hold Australian citizenship or residency and be prepared to undertake a pre-employment screening.

DesignInc is committed to providing Equal Employment Opportunities and invites applications from people of all genders, and cultural backgrounds.

DesignInc actively encourages applications from Aboriginal and Torres Strait Islanders, reinforcing our commitment to diversity and inclusion in the architectural industry.