

**Tonn and Blank Construction, LLC**  
**Job Description**  
**Interior Design Program Manager**  
**Location: Indianapolis, IN**

Classification: Exempt, Full Time  
Supervisor: Vice President, Program Management

**Overview**

This job description is a general outline of the responsibilities for the Interiors Program Manager position. The goal is to assist in defining the job description of the Interiors Program Manager through the outline of his/her duties, authorities, and responsibilities. Interiors Program Manager is involved in setting and reviewing objectives, coordinating activities across projects, and overseeing the integration and reuse of interim work products and results.

The Interiors Program Manager is to ensure that projects are planned, coordinated and completed in a timely, efficient, effective and profitable manner. The Interiors Program Manager will be held responsible for aspects related to his or her projects. Interiors Program Manager will delegate portions of their authority to other qualified personnel, but will not relinquish total responsibility.

Tonn and Blank Construction will maintain an open-door policy and require a teamwork approach and sharing of responsibilities. Any candidate should be able to adapt and co-exist within this mindset and environment. This position will be directly related to other Program Management work for projects as part of the overall Program Management team.

Tonn and Blank Construction is an Equal Employment / Affirmative Action Employer.

**Experience/Education/Requirements**

- Bachelor's Degree
- 10 + years of experience in project management
- Registered interior designer
- Successful drug, alcohol, MVR and background checks
- Willing to accept responsibility to acquire specialized training

### **Skills and Personal Attributes:**

Skills required:

- Ability to consistently prepare accurate project cost opinions and schedules as they relate to Fixtures/Furniture and Equipment items including but not limited to furniture, window treatments, signage, linens, accessories, artwork
- Ability to determine items for reuse/refurbish in conjunction with the cost estimates noted above
- Ability to prepare standards for system wide approach to finish materials that are in budget, durable, appropriate and support the client brand
- Ability to prepare standards for system wide approach to items included in FF&E as identified above
- Ability to identify, troubleshoot and resolve problems before they become major issues
- Ability to successfully negotiate with owners, design professionals and suppliers
- Ability to manage aspects of projects effectively and efficiently included budgeting, scheduling, as well as owner, architect and consultant correspondence
- Ability to develop business relationships and networking contacts to increase the company's professional presence in the business community
- Ability to handle multiple tasks while maintaining attention to detail
- Ability to handle multiple projects at the same time
- Ability to meet deadlines
- Ability to work in stressful situations
- Ability to supervise personnel
- Knowledge of Microsoft Office Applications
- Excellent verbal, written, communication and computer skills
- Ability to interact with Senior Management
- Must be able to communicate and support company policies and initiatives

### **Job Description Detail:**

Duties and responsibilities will include:

- Work with the Program Management Department to create standard specifications, proposals, RFP's, budgets, estimates and milestones for projects with the segments that relate to interior design/FF&E
- Establish finish standards that will create equity among facilities so that consultant design professionals may prepare finish solutions and design consistent with approved items as well as create a look and feel that is consistent with client's desired brand

- Design, facilitate and deploy internal and external initiatives to increase resourcefulness to reduce costs to our clients and minimize reinventing with each project
- Manage projects on a daily, weekly and monthly basis in conjunction with Program Management team
- Meet with the Owner (or Owner's representative) regularly or as needed to ensure that the Owner is happy with Tonn and Blank's performance
- Create, share and update project plans and communicate status to clients and Tonn and Blank management
- Work with stakeholders to articulate do-able goals, requirements and schedule so that they may procure necessary items for projects
- Monitor and maintain the project schedule including interaction with owners, subcontractors, material suppliers and other vendors with regard to installations and procurement of FF&E while troubleshooting and resolving technical, vendor, and issues with respect to timelines and budgets providing consistent proof that this role is a service to end users/Owner and is in fact saving costs consistently
- Monitor cost issues and adjust projections as required to ensure projected costs are true and an accurate account of final project costs
- Complete project close-out documentation and ensure that the punch list is completed in a timely and cost-effective manner as well as perform analysis to measure for consistent improvement and implementation into future projects for best practices going forward
- Attend required company meetings as well as department meetings or one-on-one discussions
- Represent the company in a professional manner
- Comply with company policies and procedures
- Maintain confidentiality of company and client information
- Other tasks as assigned

### **Measures of Performance**

The Program Manager shall be deemed to be performing in an acceptable manner when the following are accomplished:

- All projects are being led to a successful completion
- All projects are being completed within the contractual terms, in accordance with the project specifications, delivered on time and within budget
- All project reports and documentation is accurate, complete, timely and current

- Budget projections are forecasted accurately, current and timely
- Owners are happy with Tonn and Blank, feel that we are adding value to the process and will use Tonn and Blank on future projects
- Program Manager complies with all Tonn and Blank policies and procedures and works to promote safety first.