

Studio Coordinator Position
BLDC Design | Shaker Heights, Ohio
Full-Time | In-Studio
October 2026

About BLDC Design

BLDC Design is an award-winning residential interior design firm based in Shaker Heights, Ohio, specializing in thoughtfully curated, highly personalized interiors. Our work ranges from extensive renovations and new construction to sophisticated furnishings and interior transformations.

We believe exceptional design is rooted in creativity, collaboration, attention to detail, and a deep understanding of how our clients live. Our studio is a dynamic, collaborative environment where professionalism, personal relationships, and an appreciation for beautiful spaces are integral to our work.

The Opportunity

We are seeking an exceptional Studio Coordinator to be an integral part of our creative team and the daily life of our studio.

This is a highly visible, multifaceted position for someone who combines exceptional organizational skills with warmth, creativity, resourcefulness, and a natural sense of hospitality.

The Studio Coordinator plays an essential role in creating a beautifully maintained and welcoming studio environment, supporting our design professionals, coordinating events and client experiences, and ensuring the many details of studio life are thoughtfully managed.

The ideal candidate is confident, proactive, personable, and capable of anticipating needs, managing competing priorities, and taking initiative without constant direction.

Key Responsibilities

Studio Experience & Hospitality

- Oversee the daily presentation, organization, and functionality of the design studio.
- Create a welcoming, polished, and professional experience for clients, guests, industry partners, and team members.
- Maintain studio hospitality, including refreshments, meeting preparations, supplies, and guest accommodations.
- Coordinate seasonal studio styling, floral arrangements, and environmental enhancements to maintain an elevated and inspiring atmosphere.

- Anticipate studio needs and independently manage supplies, upkeep, and other essential details.

Team Coordination & Leadership Support

- Serve as a trusted liaison between the Principal Designer and the studio team.
- Maintain awareness of team schedules, project workload, upcoming deadlines, and day-to-day studio dynamics.
- Recognize when team members may need additional resources, assistance, or leadership support.
- Communicate important team accomplishments, challenges, and concerns to the Principal Designer with professionalism and discretion.
- Coordinate team meetings, staff calendars, PTO tracking, and internal scheduling.
- Assist with onboarding new employees and coordinating interns.
- Support a positive, collaborative, and productive studio culture.

Client Relations & Administrative Coordination

- Serve as an initial point of contact for prospective clients and studio visitors.
- Coordinate new client inquiries, screening, consultations, and appointments.
- Prepare and distribute client agreements, coordinate retainer requests, and maintain client administrative records.
- Assist the Principal Designer with calendar management, scheduling, and administrative priorities.
- Maintain organized client lists, correspondence, studio records, and shared digital resources.
- Coordinate communication with outside service providers and business partners.

Events & Industry Engagement

- Plan and execute studio events, client gatherings, vendor presentations, and professional educational programs.
- Coordinate invitations, catering, guest lists, event logistics, and studio preparation.
- Maintain an active calendar of vendor visits, Lunch & Learns, and industry opportunities.
- Assist with photography sessions, marketing initiatives, client gifting, and other special projects.
- Bring creative ideas and thoughtful details to studio events and client experiences.

Studio Administration & Resources

- Coordinate ongoing studio maintenance, technology support, office services, and service-provider relationships.
- Maintain organized systems for administrative documentation, scheduling, subscriptions, and office resources.

- Oversee organization and maintenance of the design resource library, samples, and project materials in collaboration with the design team.
- Identify opportunities to improve studio efficiency, organization, and the overall team experience.

Qualifications

- Minimum 3 years of relevant professional experience in studio coordination, luxury hospitality, event management, executive administration, or a related field.
- Exceptional organizational skills with demonstrated ability to manage multiple priorities and follow through independently.
- Strong interpersonal skills, emotional intelligence, and a collaborative, service-oriented approach.
- A natural sense of hospitality and an appreciation for design, aesthetics, and beautifully maintained environments.
- Experience coordinating professional events, client experiences, or special projects.
- Excellent written and verbal communication skills.
- -Proficiency with Microsoft Office, Outlook, and digital scheduling and organizational platforms.
- Strong professional judgment, discretion, and the ability to remain composed in a busy environment.
- Experience in interior design, architecture, luxury retail, or another creative professional setting is preferred.

Who Will Thrive in This Role?

- You are someone who genuinely enjoys people, beautiful environments, and making things happen.
- You notice the details others overlook. You take pride in creating memorable experiences, keeping a team connected, and ensuring that everything behind the scenes runs smoothly.
- You are equally comfortable welcoming a client, organizing a studio event, coordinating a busy calendar, or anticipating what your team may need next.
- Above all, you are resourceful, dependable, and motivated by taking ownership of your work.

Why Join BLDC Design?

- You will join an established, award-winning design firm with a collaborative team, exciting residential projects, and a commitment to exceptional design and client service.
- This role offers the opportunity to make a meaningful contribution to the culture, experience, and success of a growing creative business.

To Apply: Please submit your résumé and a brief introduction outlining your relevant experience and interest in the position.

BLDC Design is an equal opportunity employer.