

MID-LEVEL INTERIOR DESIGNER

Working with the Principal and other designers, the Mid-Level Interior Designer is a key contributor to all phases of high-end, residential interior design from initial design concept to installation. This position requires a strong knowledge of design, showrooms, drafting, space planning, and custom furniture design. This is a position requiring critical thinking and independent judgment in the course of daily interactions with peers, clients and suppliers.

RESPONSIBILITIES AND FUNCTIONS:

- Support the Principal, Senior Associate and team in the implementation and management of several residential and commercial interior design projects from initial planning through project completion.
- Work with the team to assemble design presentations.
- Oversee process of gathering quotes and creating accurate design proposals. Create and prepare proposals and proposal packages for submission to clients.
- Prepare floor plans, furniture plans and elevations in ArchiCAD, and produce computer renderings that communicate design intent.
- Prepare and maintain interior design documents such as plans, specifications, templates, schedules, and shop drawings.
- Source furniture, fabrics, fixtures, and finishes in line with client needs and the principal's design vision.
- Manage and maintain continual communication with Principal, Project Manager, design team staff and suppliers regarding project timelines, tracking, lead times, custom orders, timing for fabric selections, CFAs, workroom inspections, installations and other project-related information.
- As needed, represent the company at meetings with clients, architects, contractors and suppliers, and organize and attend installations. Relay relevant information to Principal and design team.

QUALIFICATIONS:

- Degree in Interior Design or Interior Architecture or equivalent skill set
- At least 5 years of experience working within a firm doing high-end residential design
- Experience managing projects with specified budgets and timelines
- Experience and comfort working in a dynamic, fast-paced studio environment
- Strong technical knowledge of design genres and history

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency in ArchiCAD or similar programs a must
- Superb creative problem-solving, organization, and time management skills
- Must be well versed in brands and showrooms, relationships with suppliers, and procurement
- Able to be hands on with custom fabrication from inception to documentation of assembly details, to installation
- Knowledge of all things beyond furniture (i.e. hardware, plumbing, light switches, shades, wallpaper, fabrics)
- Knowledge of Microsoft Office and Adobe Creative Suite
- A high level of creativity and ingenuity and a good eye
- Strong, clear and service-oriented communication and presentation skills
- Ability to work within a team and proactively create harmonious and professional relationships
- Experience in furniture and product design a plus
- Experience in rendering programs a plus