

Department: Interiors

Position: (Intermediate) Interior Designer

Reports to: Senior Interior Designer
Supports: Design Team/Design Director

POSITION MINIMUM REQUIREMENTS:

- Bachelor’s degree in Interior Design or equivalent, from an accredited college or university
- Minimum of 3 years experience in commercial interiors, preferably in the core markets.

KNOWLEDGE, SKILLS & ABILITIES:

- Creativity and skills in design, with a focus on hospitality interiors.
- Strong knowledge and experience in the projects/property industry sector.
- Strong leadership and group communication skills.
- Attention to detail in all elements of interior design, including administration
- Strong computer literacy (particularly experience in CAD, Adobe Creative Suite, Microsoft Office Suite, and SketchUp, Revit a plus)
- Strong presentation skills and freehand drawing skills
- Good communication, listening and interpersonal skills
- Motivated team player with high level of initiative and self motivation
- Personal commitment to professional development outside of company initiatives

ROLE SUMMARY:

Reporting to the Senior Interior Designer and/or the Design Director, the Intermediate Interior Designer is responsible for planning and preparing interior design concepts.

This position is expected to develop into a Senior Interior Designer position and requires the training of your successor.

MAIN TASKS & CORE RESPONSIBILITIES:

- With minimal supervision and under direction of the Senior Interior Designer, carry out the design and/or production aspects of small projects or parts of the design of larger, complex projects.
- Assist and support Senior Interior Designer and Design team throughout all project phases from concept to completion.
- Assist the Senior Interior Designer/Project Lead in developing the project schedule and project scope and budget.
- Support the goals and objectives established by our clients and the project team leader.
- Have a general understanding of the Client’s business and is able to clearly communicate ideas regarding operations, competitive examples and market/customer impact to the Client.
- Fundamental understanding of structural requirements of the plans, life safety issues, building codes and other technical aspects.
- Assist in developing and presenting preliminary space plans and 2D and 3D design concept recommendations to supervising designer.
- Collaborate with other consultants who offer professional services in the technical areas of mechanical, electrical and structural design as directed by supervising designer.

- Understand the process of material and FF&E selection, and assist with the specification and documentation of these items (including layout drawings and detailed product description; contract administration to facilitate pricing, procurement and installation under the supervision of the Senior Interior Designer).
- Develop space planning concepts and generate program documents.
- Create informative and persuasive proposals and presentations; maintain good client relationships and understand how ideas are sold to clients.
- Under direction of Senior Designer, develop, prepare documents, drawings and diagrams in compliance with design intent and code requirements and which outline client needs to appropriately portray the design concept and to meet functional, maintenance, performance, environmental and safety requirements.
- Develop documents, drawings and diagrams which outline client needs to appropriately portray the design concept and to meet functional, maintenance, performance, environmental and safety requirements under direction of supervising designer.
- Assist with specifications for interior construction, space planning, materials, finishes, furniture, furnishings, fixtures and equipment as well as assist with creation of sample boards under direction of Senior Designer.
- Collaborate on commercial interiors projects, including programming client needs, concept design, schematic design, design development, and manage budget/schedule reviews.
- Participate in selection of FF&E and specifications.
- Provide project team coordination for the finished plans, specifications, and material selections required for construction.
- Writes reports such as Meeting Minutes and Field Visit Reports.
- Participate in the construction administration of projects and review of submittals and finish samples.
- Works with Senior Interior Designer, project leads, consultants, contractors and vendors on projects from inception to completion to meet overall project objectives.
- May act in the role of project lead on Interior Design projects, and may handle project management takes, as required.
- Is confident and capable of giving presentations to Clients, Consultants or other external parties with support as required.
- May serve in the role of Senior Interior Designer as required.
- Other duties as may be required.
- Be familiar with and utilize the SLII language & processes.
- Hold yourself and others accountable to the Company Values.