



Senior Designer

Job Summary

Responsible for developing and documenting color & material schemes, furniture selections, artwork & accessories. Work as a team member under the direction of the Creative Director and Project Director.

Responsibilities and Duties

- ▲ Advise client on interior design factors such as space planning, layout and utilization of furnishings or equipment and color coordination. Work with Creative Director and client to develop design based on project criteria, program, and budget; participate in design charrettes
- ▲ Strong working knowledge of local material resources, and proven experience in design development and documentation
- ▲ Assist in coordination of interior architectural documents with work of consultants and project architect
- ▲ Outstanding graphic presentation skills. Participate in development of presentation material, help maintain graphic quality and content; participate in client presentations
- ▲ Develop and maintain budget
- ▲ Create specifications documents, revise, and adjust as necessary throughout the course of the project
- ▲ Serves as day-to-day contact with client's purchasing agent
- ▲ Create furniture plans and fully coordinate with architectural, electrical, RCP, lighting plans, and other consultants' drawings. Coordinate presentation of artwork & accessories program
- ▲ Participate in the construction administration of projects. Review submittals, strike-offs, finish samples, and shop drawings for compliance with specifications and design intent
- ▲ Coordinate the installation of FF&E with all parties involved
- ▲ Produce and coordinate finish schedule
- ▲ Knowledgeable about contractual responsibilities as it relates to scope of work.
- ▲ Guide and mentor junior design team members throughout all phases of the project.
- ▲ Manage workflow and deadlines with team. Make task assignments to junior staff.
- ▲ Skilled in time management and contribute to financial success of projects
- ▲ Helps Creative Director maintain continuity of design intent through construction documentation
- ▲ Coordinate with interior architectural team members in the preparation of construction documents and interior architectural specifications. Assist in coordination of interior architectural documents with the work of consultants and project architect
- ▲ Support business development and marketing efforts when needed
- ▲ Participate in professional organizations

Qualifications and Skills

- ▲ **Education:** Bachelor's degree, major in Interior Design or Architecture
- ▲ **Experience:** 8+ years of experience in Architecture or Design
- ▲ **Technical Skills:** Strong computer skills with proficiency in AutoCAD, Revit, Adobe Creative Suite (InDesign & Photoshop), writing custom FF&E specifications, MS Office
- ▲ **Language Skills:** English, Additional Language is an advantage

Reports To: Creative Director, Principal