



Position Description

Position Title:	Interior Designer	Direct Reports:	None
Department:	Architecture	Classification:	Exempt
Location:	Any Kingscott Office, Remote	Date Posted:	10/24/2022
Reports To:	Director of Architecture	Revision Date:	

Position Summary:

The Interior Designer provides a complete and coordinated interior design reflecting the programmed goals and objectives of the client, is consistent with the client's financial and schedule constraints and meets the highest standards of visual, functional, technical, and sustainable design quality.

Organizational Values:

Our belief in people leads us to work with project partners that have people at their center. Our company values are:

- Investing in People
- Achieving the Extraordinary
- Serving with Humility
- Finding Fun in Our Work
- Committing Ourselves to Mutual Success
- Fearlessly Exploring
- Striving for Authenticity

Essential Responsibilities:

- Provides a complete interior design (including loose and fixed furniture), relative to the nature of the project within established budgets, schedules and program requirements.
- Leads, along with the Architect, client programming sessions.
- Works with other Interior Designers from our affiliate offices.
- Develops, along with the Architect, programming documents and reviews documents with specified committees and boards and distribute/communicate program with project team.
- Prepares schematic design in conjunction with Architect and project team, and presents to specified committees and boards.
- Develops in conjunction with project team, design development plans and presents to specified committees and boards.
- Assists with development of in-house budget and project schedule requirements
- Responsible for coordination of drawings with other disciplines work
- Selects interior finishes, colors, equipment, and specialty lighting fixtures
- Produces Construction Documents (drawings and specifications) as determined by project team and Interior Design department standards.
- Reviews applicable shop drawings for compliance with the design intent.
- Assists in Bidding and Construction Administration phase, including addendums, bulletins, RFI's and change orders.

- Assists Construction Administrator in conducting periodic on-site inspections prior to substantial completion.
- Communicates consistently with client, team, and consultants, throughout project phases to ensure client satisfaction.
- Responsible for quality of all interior specifications/materials/aesthetics.
- Updates and maintains interiors library.
- Recommends and organizes technical and professional development programs for firm with attendance.
- Participates in QA/QC process to coordinate all disciplines at Contract Document Phase, prior to issuance to owner and construction manager / general contractor.
- Assists in the preparation of design presentations.
- Utilizes BIM software as a tool for design and development of construction documents.
- Assists with Marketing as required and participates in client interviews as needed.
- Pursues continuing education opportunities through seminars and participation in professional organization activities.

Non-Essential Responsibilities:

- Other duties as assigned.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

No supervisory responsibilities.

Education & Experience:

- Bachelor's degree specializing Interior Design or equivalent work experience.
- Three (3) to five (5) years of experience in commercial interior design
- Possess or currently pursuing NCIDQ license

Other Knowledge, Skills & Abilities:

- Working knowledge of interiors, architectural, structural, mechanical, electrical and technology disciplines; interior construction; cost estimating; applicable building codes; interior specifications.
- Experience working directly with clients and good communication skills.
- Strong computer aptitude to include thorough knowledge of AutoCAD, Revit, and MS Office.
- Proficiency in SketchUp, Bluebeam Revu, Adobe Photoshop, and Adobe InDesign.
- Possess and demonstrate solid analytical, communication, and interpersonal skills.
- Ability to work in an energetic and challenging work environment.

How to Apply:

- Please send your resume and cover letter to Dan Tryles at dtryles@kingscott.com