

Position Description

Position Title:	Interior Designer w/FF&E Focus	Direct Reports:	None
Department:	Architecture	Classification:	Exempt
Location:	Any Kingscott Office, Remote	Approved Date:	
Reports To:	Director of Planning & Design	Revision Date:	August 2023

Position Summary:

The Interior Designer specializing in K-12 Educational Facility Furniture and Fixtures is responsible for creating innovative and functional interior design solutions focused on furniture and fixtures for K-12 educational environments. Working closely with educational institutions, architects, contractors, and stakeholders, the specialist ensures that interior spaces within schools and educational facilities are designed to promote effective learning, safety, and comfort. The role involves designing and specifying furniture and fixtures that align with educational goals, regulatory requirements, and aesthetic considerations.

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:

1. **Needs Assessment:** Collaborate with K-12 educational institutions and stakeholders to understand specific functional requirements, pedagogical goals, and spatial needs for furniture and fixtures.
2. **Space Planning:** Develop well-considered furniture layouts that optimize classroom and common area spaces for efficient and conducive learning environments.
3. **Furniture and Fixture Selection:** Identify and specify appropriate furniture, seating, storage solutions, and fixtures that support various teaching methods, student activities, and ergonomic considerations.
4. **Aesthetic Integration:** Integrate furniture and fixture selections with overall interior design concepts, considering color schemes, materials, and finishes that create a cohesive and appealing environment.
5. **Collaboration:** Work closely with architects, contractors, educators, and other stakeholders to ensure seamless integration of furniture and fixtures within the architectural and spatial design.

6. **Accessibility and Safety:** Ensure that furniture and fixtures comply with relevant accessibility guidelines and safety regulations, creating inclusive and secure learning spaces.
7. **Innovation:** Stay updated on trends in educational furniture design, ergonomic advancements, and technology integration to provide modern and forward-thinking solutions.
8. **Budget Management:** Develop and manage budgets for furniture and fixture selections, considering cost-effective solutions that meet educational needs.
9. **Vendor Relations:** Establish and maintain relationships with furniture manufacturers, suppliers, and vendors to source high-quality and suitable products for educational spaces.
10. **Presentation and Documentation:** Create visual presentations, mood boards, and 3D models to illustrate proposed furniture and fixture concepts to clients and stakeholders.
11. **Client Engagement:** Engage with educational clients, incorporating their feedback and preferences to ensure alignment between design solutions and their vision.
12. **Travel:** Due to our projects spanning across the state of Michigan this position requires the ability to travel up to 4+ hours to client meetings and project sites, averaging 1 – 2 (or more) days per week on a regular basis.

Non-Essential Responsibilities:

- Other duties as assigned by the Project Director and/or the Project Manager.

Supervision Received:

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

Supervisory Responsibilities:

No supervision: No supervisory responsibilities.

Education & Experience:

- Bachelor's degree in interior design, architecture, or other related field.
- Specialized knowledge or coursework related to educational facility design and furniture specification is a plus.
- Strong understanding of ergonomic principles and the unique needs of K-12 educational spaces.
- Excellent communication skills to collaborate effectively with educators, architects, contractors, and diverse teams and stakeholders.
- Knowledge of relevant building codes, safety standards, and accessibility guidelines.
- Minimum of five (5) years of relevant interior design experience required, K-12 with strong FF&E focus preferred
- Strong creative and artistic skills.
- Excellent communication and interpersonal skills.
- Knowledge of building codes, regulations, and industry standards.
- Interiors project management experience and ability to manage multiple projects.
- Familiarity with sustainable design principles and practices.
- Proficiency in architectural design software, AutoCAD, Revit, Sketchup and other relevant software.
- Strong attention to detail and a commitment to delivering high-quality work.

Other Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills.
- Extremely proficient with computer-aided design (CAD) software such as AutoCAD and Revit.
- Proficient in Microsoft Office Suite or related software.
- Excellent problem-solving, negotiation and consultation skills.
- Ability to translate client ideas into visual and/or tangible references such as drawings or models.
- Knowledge of architectural, civil, structural, and electrical disciplines; building construction; cost estimating; and building codes.
- Possess and demonstrate solid analytical, communication, and interpersonal skills.
- Ability to work in an energetic and challenging work environment.

Work Environment: The Interior Designer specializing in K-12 Educational Facility Furniture and Fixtures may work in design studios, office settings, and regularly visit educational institutions and project sites. Interaction with educators, school administrators, and contractors is an integral part of the role.

How to Apply:

- Please send your resume and cover letter to Maureen Weatherby, Chief People Officer, at mweatherby@kingscott.com

Physical Requirements:

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				X
Move about work area		X		
Use hands/fingers to handle or feel				X
Reach with hands and arms		X		
Ascend/Descend (stairs/ladder/etc.)		X		
Bend, stoop, kneel, crouch, or crawl		X		
Communicate with various parties			X	
Detect flavors or smells	X			
Move containers up to 30 pounds	X			
Visual acuity				X
Read and understand written word				X
Drive/Travel			X	
Operate computer and general office machines				X
Operate Machines:	X			
Other:				

Environmental Conditions:

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.				X
Plant environment: Exposure to dust, oil, various chemicals, and extreme noise.	X			



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Warehouse environment: Exposure to extreme temperatures, noise, hazardous equipment, and fumes from trucks.	x			
Travel: Limited exposure to outside elements.				x
Other:				

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.