

Position Description

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|------------------------|-------------------------------|------------------------|-------------|
| Position Title: | Interior Designer | Direct Reports: | None |
| Department: | Architecture | Classification: | Exempt |
| Location: | Any Kingscott Office, Remote | Approved Date: | |
| Reports To: | Director of Planning & Design | Revision Date: | August 2024 |

Position Summary:

Our Facilities Interior Designers specialize in designing and planning interior spaces within various types of facilities including K-12 educational campuses, community multi-use facilities, hospitality venues, and more. This role includes creating functional, aesthetically pleasing, and efficient interior environments that meet the specific needs and requirements of the facility's occupants and align with its overall purpose.

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 clients and stakeholders to understand the facility's functional requirements, design goals, and user needs.
2. **Interior Construction Drawings:** Develop detailed interior construction document drawings w/layouts that optimize space utilization, traffic flow, and functionality while adhering to building codes and regulations.
3. **Interior Design Concepts:** Create design concepts, mood boards, and presentations that reflect the facility's brand, purpose, and desired atmosphere.
4. **Furniture and Fixtures Selection:** Select appropriate furniture, fixtures, equipment, and materials that enhance the functionality and aesthetics of the facility.
5. **Color and Material Palette:** Choose color schemes, materials, finishes, and textures that align with the facility's design concept and intended use.
6. **Sustainable Design:** Integrate sustainable design practices and environmentally friendly materials into projects, promoting energy efficiency and sustainability.

7. **Collaboration:** Coordinate with architects, contractors, engineers, and other professionals to ensure seamless integration of interior design elements with the overall architectural design.
8. **3D Visualization:** Use computer-aided design (CAD) software and other visualization tools to create 3D models, renderings, and virtual walkthroughs to help clients and stakeholders visualize the proposed design.
9. **Innovation:** Stay updated on trends in educational furniture design, ergonomic advancements, and technology integration to provide modern and forward-thinking solutions.
10. **Budget Management:** Develop and manage project budgets, including cost estimates for materials, furnishings, labor, and other expenses.
11. **Project Implementation:** Oversee the implementation of the design plan, including coordinating construction and installation activities, managing timelines, and addressing any challenges.
12. **Regulatory Compliance:** Ensure that interior design projects adhere to relevant building codes, accessibility guidelines, and other regulatory requirements.
13. **Client Presentations:** Present design concepts, plans, and visualizations to clients and stakeholders, incorporating feedback and ensuring alignment with project objectives.

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.
- Minimum of eight (8) years of relevant interior design experience required, K-12 preferred
- Proficiency in CAD software and other design tools.
- 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, and other relevant tools.
- Strong attention to detail and a commitment to delivering high-quality work.
- Effective communication and interpersonal skills to collaborate with diverse teams and stakeholders.

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.
- Ability to travel throughout the state of Michigan regularly (2 – 3 days per week) to client sites and in-person meetings, required.

Are you interested in being part of a collaborative culture with significant opportunities for professional growth? Apply now!

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 | | | |

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|--------|--|--|--|--|
| Other: | | | | |
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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 | | | |
| 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.