

## Designer (interior design)

---

**Summary:** Under direct supervision, perform basic level support activities; receives specific instruction regarding required tasks and results expected. For training and development purposes, this may include assignments of a higher level. Conduct oneself in accordance with our mission, vision, and values.

**Qualifications:**

- Bachelor of Science in Interior Design or equivalent degree from an accredited program required
- NCIDQ certification not required
- Competency with Revit, SketchUp, Adobe Creative Suite, Microsoft Office

**Key Competencies:**

- Basic understanding of relevant software, interior design, and interior design documents.
- Strong verbal and written communication, interpersonal, and collaboration skills.
- Strong task organization and time management skills; ability to assist with multiple projects.

**Key Responsibilities:**

- Working as part of a multi-disciplinary team, provide design support to the Project Architect / Project Interior Designer / Project Designer in the design, research, selection, coordination, and detailing of interior construction, finishes, and furnishings.
- Produce Revit models under the guidance of the Project Architect / Project Interior Designer / Designer or the Project Manager.
- Participate in the design process in a support role, including preparation of presentation materials utilizing Revit, SketchUp, Adobe Creative Suite, and/or Bluebeam.
- Through all design phases, participate in the development of drawings such as plans, elevations, section details.
- Attend project team meetings, client meetings, and presentations as necessary and document meeting discussion.
- Assist with project site documentation including physical walk-throughs during design phases.
- Assist with contract administration tasks which may include a physical walk-through of the construction site.

**Key Working Relationships:** Reports to Associates.