

# Lead Interior Designer

## **EDUCATION**

Professional accredited degree in Interior Design or Architecture

## **EXPERIENCE**

Minimum of 8 years in the Commercial Interior Design profession

## **LICENSE**

Must be licensed in State of Texas

## **OBJECTIVE**

The Lead Interior Designer demonstrates strong design and management/leadership skills in order to maintain and manage many projects and tasks at one time. The Lead Interior Designer is responsible for developing the design concepts, conceptualizing the design presentations and presenting to Clients for multiple projects. The Lead Interior Designer is capable of managing the project deliverables and deadlines through a project team with an understanding of project profitability. He/she develops and maintains strong relationships with Clients through proactive and timely communication. The Lead Interior Designer assists with Proposals and Fee development as well as Business Development efforts.

## **JOB SCOPE/ESSENTIAL FUNCTIONS**

- Strong leadership, organization and communication skills
- Strong skill to multi-task multiple projects and deliverables
- Programming abilities to extract information and produce a comprehensive Programming report for Client Review and Approval
- Develop design solutions with an aptitude for interior three-dimensional interior design, finishes, design detailing and lighting design for a comprehensive design
- Creative eye for detail in the preparation of design presentation materials
- Assist with the development and completion of construction documents with a thorough Design Development package at Construction Document Phase kick off with plumbing, lighting, toilet accessories, door, and hardware specifications, finish specifications, etc.
- Assist with production of construction documents and final review
- Collaborate with consultants
- Provides mentorship, guidance, leadership, and growth of other designers within the office
- Manage project time lines and schedules
- Mentor junior staff with responsibility for oversight and design
- Problem-solving skills, attention to detail and self- starter to improve and better the deliverables

## **INTERPRISE**

- On some projects, will function as the primary contact for all communication between the Client and Consultants
- Develop and maintain Client relationship
- Coordinate with the Project Director and/or Project Manager in the development of the schedule, fees, budgeted hours and deliverables
- Responsible for profitability on projects and deliverables
- Responsible for the complete integration of design and technical aspects of the project
- Proactively monitors efficiency of team members and makes sure tasks are planned ahead
- Assists Project Director or Project Manager in the preparation and issuance of Proposals and Additional Services (and gaining approval) prior to work starting
- Alerts Project Director or Project Manager of scope creep or potential issues
- Participate in presentations for business development and lead project presentations
- Competent knowledge of project design process, construction documentation, and administration
- Develops and maintains strong relationships with furniture, lighting, flooring and finish representatives
- Cultivates and maintains a positive working relationship with clients, internal team members, and consultants
- Competent knowledge of building and accessible codes
- Proactively identifies ways of improving deliverables, method of preparing deliverables, etc.
- Proactively identifies ways to improve team communication, performance, and morale
- Demonstrates a desire to improve professional growth through attending industry functions, CEU, suggesting and leading training classes for the studio, etc.

### **MINIMUM REQUIREMENTS FOR PROMOTION**

- Demonstrates strong marketing and business development skills
- Demonstrates proven ability to prepare proposals and fees that win projects and are profitable
- Demonstrates leading edge innovative design
- Demonstrates successful leadership within in the Studio for elevating design
- Demonstrates commitment to the Firm's success

### **SUGGESTED PROFESSIONAL GROWTH**

- Be active in a professional association and attend meetings
- Attend CEU classes
- Suggest and lead training topics for Interprise

### **PROGRAMS**

- AutoCAD
- InDesign
- Photoshop
- Sketch Up