

INTERMEDIATE INTERIOR DESIGNER

PRIMARY FUNCTION:

The Intermediate Designer is responsible for contributing to the overall completion of client projects and managing smaller scale projects. This person is passionate about his/her work, highly creative and works hard to be a role model for the design team. The Intermediate Designer is dedicated, committed to their craft and believes in mentoring and coaching others. The Intermediate Designer consistently presents a positive attitude and are a natural problem solver. The Intermediate Designer's approach to design is innovative and inspiring.

EXPERIENCE:

Minimum of 4 years' experience in hospitality, residential (condominium), and/ or retail Interior Design, with team experience for large scale projects

Must have experience working on multiple projects to make sure goals are met

MAJOR RESPONSIBILITIES & TASKS

This position's responsibilities include but are not limited to the following items:

RESEARCH & INFORMATION GATHERING:

- Meets with the Team Lead to establish scope of work
- Reviews the schedule project plan with Team Lead and/ or Design Manager
- Acquires base building architectural and mechanical/electrical drawings if available

CONCEPT AND DESIGN DEVELOPMENT:

- Brainstorms with project team to develop ideas and determine an overall concept/theme and review with Team Lead, Partners and Design Manager for comment
- Preparation and revision of the concept drawings not limited to:
 - Elevations and render perspectives to show colour and space
 - Develop plans for reflected ceiling, floor, fixtures, furniture, finishes
 - Sources concept images
- Able to sketch initial plans "free-hand" or in 3D software
- Delegates to junior designers, as needed
- Attends and assists in the presentation of the design concept to the client
- Ensures FF&E; fabric, furniture and equipment are selected, coordinated and communicated with client and team
- Coordinates with all consultants, providing drawings and information when required

WORKING DRAWINGS:

- Works with Team Lead to ensure that all drawings meet building code requirements
- Coordinates and develops: demolition, construction, RCP, flooring, fixtures, furniture, finishes, power and communication plans, elevations and millwork details
- Understands the importance of design documentation and why elements are critical to the drawing set
- Revises drawings based on Team Lead's redlines

TENDERING & CONSTRUCTION:

- Assists or manages the tendering process and the construction phase by acting as the liaison between the office and contractors, consultants and client
- Reviews bid documents with Senior Designer, Team Lead and Partners
- Conducts site walkthroughs during and after installation with Team Lead where appropriate
- Issues supplementary instructions addenda as required for Phase 5 with Team Lead
- Manages deficiencies with the Team Lead
- Fields questions from contractors, consultants and client

PROJECT MANAGEMENT:

- Work with Team Lead and/or Design Manager to review scope of work and project plan
- Attends and prepares for meetings
- Creates meeting minutes to be sent out to consultant and client within 24hrs
- Alerts Team Lead and/or Design Manager of client issues, changes to scope, changes to schedule and project plan
- Assists to prepare ID project schedule
- Reviews project hours regularly with Team Lead to ensure project budget is on track, taking corrective measures in scope, timing as needed
- Regularly communicates status of project with internal team and management
- Monitors the contract to ensure that there is no scope creep and if there is, alerting the Team Lead that there are extras being incurred
- Ensures all project files are created and filed as per company standards

TEAMWORK & PROFESSIONALISM:

- Must have a strong technical interior design understanding and experience in reviewing interior design documents
- Must have strong interpersonal and leadership skills - with the ability to direct the work of junior designers to ensure the successful completion of projects on time and on budget
- Is able to educate junior designers on construction and building code elements
- Must be able to communicate effectively and professionally with clients as well as within the company
- Must be able to maintain the highest level of confidentiality, handling sensitive information concerning both the company and its clients
- Must be adept at multi-tasking, with exceptional organizational skills
- Gives input to team member performance, staff reviews
- Able to mentor Junior Designer in professional growth

BUSINESS DEVELOPMENT

- Provide a high level of customer service to all clients and staff at all times
- Be aware of design industry and business trends

VALUES & CORE LEADERSHIP SKILLS & BEHAVIOURS

- Works collaboratively with the II BY IV DESIGN Team to live the company values in a manner that generates excitement, enthusiasm, alignment and commitment to action consistent with the external brand identity
- Offer feedback that supports the growth and development of team members
- Shares insights and learning
- Consistently operates as a role model for appropriate and professional behavior
- Highly inclusive and welcoming, taking on actions that support and help develop the culture
- Fosters a culture that promotes ethical practices, passion, and encourages individual integrity, accountability and responsibility.
- Generates a clean and organized work environment

QUALIFICATIONS

BASIC QUALIFICATIONS:

- B.A.A. - Bachelor of Applied Arts in Interior Design from a recognized University or College
- Strong knowledge of the design process, including FF&E, furniture systems and specifications, color and materials
- Knowledge of Building Code regulations is essential
- Minimum of 4 years' experience in hospitality, residential (condominium), and/ or retail Interior Design, with team experience for large scale projects

TECHNICAL SKILLS:

- Proficient in AutoCAD is essential
- Proficient in Adobe Suite (Photoshop, InDesign) a must
- SketchUp is a must. V-Ray is an asset.
- Illustrator and Microsoft Office preferred
- Revit is an asset

PREFERRED:

- Member of ARIDO – Association of Registered Interior Designers of Ontario
- LEED Certified
- NCIDQ (or working towards certification)

CONFIDENTIALITY

Both during employment and after, employees of the firm will not disclose confidential and proprietary information learned during the course of their employment unless disclosure is required by law. Please refer to the Employment Contract and the Employee Handbook for further clarification