

II BY IV DESIGN

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, multi-unit residential and/ or retail Interior Design, with team experience for mid - large scale projects
- Must have experience working on multiple projects across all phases of design to make sure goals are met

MAJOR RESPONSIBILITIES & TASKS:

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

RESEARCH & INFORMATION GATHERING:

- Meet with the Senior Team Leads to establish scope of work
- Review the schedule project plan with Senior Team Lead and Design Manager
- Acquire base building architectural and mechanical/electrical drawings if available

CONCEPT & DESIGN DEVELOPMENT:

- Brainstorms with project team to develop ideas and determine an overall concept/mood and review with Partners for comment
- Preparation and revision of the concept drawings not limited to:
 - Sourcing concept images
 - Block plans, FF&E selections
 - Elevations and render perspectives to show colour and space
 - Prepare and coordinate both digital and physical design presentation package
 - Delegates to Juniors tasks as needed
- Attending and assisting in the presentation of the design concept to the client
- Ensure fabric, furniture and equipment are selected for the appropriate application, coordinated, and communicated with client and team



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- Coordinates with all consultants, providing drawings and information when required
- Able to sketch initial plans, elevations, or three-dimensional spaces 'free-hand' or through digital software to develop and translate ideas

WORKING DRAWINGS:

- Work with Senior Team Lead and Senior BIM/CAD Technologist to ensure that all drawings meet building code requirements
- Coordinates and assists in the development of: demolition, construction, RCP, flooring, fixtures, furniture, finishes, power and communication plans, elevations, architectural and millwork details
- Revise drawings based on Senior Team Leads redlines in a thorough manner

TENDERING AND 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, Senior Team Lead or Senior BIM/CAD Technologist
- Visits site during and after installation (with the Senior Designer/ Senior Team Lead)
- Manages deficiencies (with the Senior Designer/ Senior Team Lead)
- Issues Supplementary Instructions as required for Phase 5 (with the Senior Designer/ Senior Team Lead)
- Creates Agenda as required

PROJECT MANAGEMENT:

- Alerts Design Manager/ Senior Team Lead of client issues, changes to scope, changes to schedule and project plan
- Attends and prepares for meetings
- Able to mentor a Junior in professional growth and provide constructive feedback
- Takes notes during internal/external meetings and creates meeting minutes

VALUES AND CORE LEADERSHIP SKILLS AND BEHAVIOURS:

- Works collaboratively with the IIBYIV 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
- Takes on challenging conversations as required
- 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



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QUALIFICATIONS:

TECHNICAL SKILLS:

- Proficient in AutoCAD is essential
- Working knowledge in Revit is preferred
- Photoshop, InDesign, SketchUp and MS Office is essential
- Illustrator, Ambient Occlusion and EnScape is preferred

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

PREFERRED:

- Member of ARIDO – Association of Registered Interior Designers of Ontario
- LEED certified

BUISNESS DEVELOPMENT:

- Provide a high level of customer service to clients, consultants, suppliers and staff at all times

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.

