

SENIOR INTERIOR DESIGNER

PRIMARY FUNCTION:

The Senior Designer is responsible for developing and executing the creative vision alongside their team with passion and design integrity. Under the direction of the Creative Design Manager, they will be accountable for the successful delivery of Interior Design projects as well as coordination of their team. This person is enthusiastic about their work, highly organized and has solid leadership qualities. They are dedicated, committed to their craft and believe in mentoring and motivating others. The Senior Designer consistently has a positive attitude, a natural problem solver and inspires others through their creativity.

EXPERIENCE:

- Minimum of 8-10 years' experience primarily in hospitality and multi-unit residential with some retail design
- Team experience for mid - large scale projects
- Must have solid experience managing multiple complex projects at one time
- Must have experience managing and leading designers with the ability to mentor others in particular Junior and Intermediate Designers as well as Technologists

Reports to: Creative Design Manager and Studio Design Manager

Works closely with: Creative Design Manager, Intermediate and Junior Designers, BIM Manager and CAD/BIM Technologist

MAJOR RESPONSIBILITIES & TASKS

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

CONCEPT DESIGN & DEVELOPMENT:

- Takes an innovative approach to each project in order to create unique designs
- Manages the team with the overall concept (vision, FF & E)
- Manages in the development and preparation of design concept presentations to the client
- Presents as required and participates in the design concept to the client, is able to sell the creative vision
- Responsible for the development and/or reviews block and space planning, ensuring all scope elements have been incorporated
- Ensures that the concept, as approved by the client, has been translated into the working drawings and design integrity is upheld
- Communicates with client any issues or inconsistencies that arise from the development process with oversight from the Creative Design Manager

WORKING DRAWINGS:

- Manages in conjunction with the Technologist in developing the working drawings & specification package
- Ensures that the concept as approved by the client has been translated into the working drawings and design integrity is upheld
- Alongside the Technologist; reviews all drawings (plans, elevations, details) to ensure they meet building code and best practices for construction
- Ensures all drawing packages are BCIN compliant, where applicable

TENDERING & CONSTRUCTION:

- During working drawing, tendering, and construction phases, oversees the Technologists development of contract documentation and construction administration
- Manages in conjunction with the Technologists the tendering process and drawing distribution for contractors
- With the Technologist manages and reviews contract documentation
- With the Technologist, fields questions from contractors, consultants and client
- Conducts site walkthroughs where appropriate
- Oversees and reviews with the Technologist Supplementary instructions as required
- Oversees and reviews with the Technologist the creation of Addenda as required
- Oversees and reviews with the Technologist deficiencies to completion

PROJECT MANAGEMENT:

- Through all phases of design manages multiple projects and lead a team of Intermediate and Junior designers; delegating & assigning tasks as necessary, for selected projects and providing feedback on design the process to designers
- During Concept Development phase, meets with clients with the Creative Design Manager as required to understand the scope of each project and to discuss client needs and wants, type of business operation and timeframes
- Manages and/or reviews client needs assessments
- Works with the Creative Design Manager to review scope of work and project plan
- Set up new project folders and ensures all project files are created and filed as per company standards
- Works with Creative Design Manager to execute ID project schedule
- Works with Creative Design Manager and/or the Studio Design Manager in the kickoff meetings to review the project schedule and project plan
- Works with Creative Design Manager to consults with client through each phase of the project and directly addresses issues as they arise
- Reviews project hours and team's timesheets regularly with Creative Design Manager to ensure project budget is on track, taking corrective measures in scope, timing as needed
- Submits and monitors overtime for team as required
- Regularly communicates status of project work with internal team and management

- Works with Creative Design Manager and Technologist to conduct a post-mortem on each project with team, present lessons learned
- Follows up on all meetings with meeting minutes sent out to the Client within 24hrs
- Works with Creative Design Manager to get sign off forms signed at the end of each Phase before proceeding to the next Phase
- Monitors the contract with the Creative Design Manager to ensure that there is no scope creep and if there is alerting the Client that there are extras being incurred

TEAMWORK MANAGEMENT & PROFESSIONALISM:

- Must have strong interpersonal and leadership skills with the ability to delegate work to Junior Intermediate, Junior designers and CAD/Revit Technologists to ensure the successful completion of projects on time and on budget
- Must have a strong technical interior design understanding and experience in reviewing interior design documents
- Is able to educate Intermediate and Junior designers on construction and building code elements and compliance
- Must be able to communicate effectively and professionally with clients as well as within the company, always providing a high level of customer service
- 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

PERFORMANCE & FEEDBACK:

- Offers feedback for the teams' mid-year and yearly performance reviews and provides constructive feedback to each team member that supports their growth and development
- Participates in frequent check-ins to ensure team members are progressing towards their goals
- Consistently mentors and coaches Intermediate and Junior designers

VALUES & CORE LEADERSHIP SKILLS & BEHAVIOURS

- Mentors and manages all staff at all times in particular Junior and Intermediate Designers
- Consistently operates as a role model for appropriate and professional behavior
- 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
- Shares insights and learning
- 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
- Maintains a clean and organized working environment

QUALIFICATIONS

BASIC QUALIFICATIONS:

- B.A.A. - Bachelor of Applied Arts in Interior Design from a recognized University or College
- Minimum of 8 - 10 years of significant design success with large complex projects or any equivalent combination of education, training, and experience
- NCIDQ - National Council of Interior Design Qualification a definite asset
- BCIN is an asset
- Knowledge of Building Code regulations is essential

TECHNICAL SKILLS:

- AutoCAD, XREF is essential
- Working knowledge in Revit is preferred
- Strong Microsoft Office Skills (Excel, Word, PowerPoint)
- Adobe Suite programs (Photoshop, InDesign) and SketchUp preferred
- Bluebeam Revu is preferred

PREFERRED:

- Active Member of ARIDO – Association of Registered Interior Designers of Ontario
- LEED Certified

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