

Job Title: Interior Designer**Reports To: Senior Interior Designer / Partner / Associate Partner****FLSA Status: Exempt**

SUMMARY

Works with a Senior Interior Designer or Partner on interior design workscope for BKV Group projects by performing the following duties.

Primary Responsibilities:

- **Scope / Schedule/ Budget:** Reviews project budget with Project Lead or Partner at start of project. Works with Project Lead to align tasks to be completed with available budget. Communicates scope and budget concerns with Project Lead and reviews budget status throughout the project.
- **Vision:** Works with Project Lead to develop Visioning / Branding package for client to establish aesthetic direction and Interior Design Concepts for the project. Designer to communicate vision through use of imagery, renderings and concept designs.
- **Programming:** Meets with client/project lead to determine program requirements. Designer works with client/project lead to understand function, equipment, ff&e and any other factors that will affect the planning of the project interiors.
- **Space Planning:** Works with Project Lead to determine scope of plan development. Uses program knowledge to develop functional, innovative environment that will enhance the experience for the occupant.
- **Finish and Materials:** Works with project lead to develop appropriate finish and material selections and implements an overall design palette that support the aesthetic goals, budget and functionality of the project.
- **Furniture/Artwork/FF&E:** Specifies appropriate furniture, artwork and accessories. Assists owner in procurement of furniture as required.
- **Coordination:** Responsible for communicating design intent of project interiors with other disciplines.
- **Construction Documents:** Develops construction documents for bidding under the supervision of the project lead. Coordinates with other disciplines for quality assurance, technical accuracy and completeness. Coordinates with project lead to finalize scope of Interiors Construction documents.
- **Presentation materials:** Develops 3D renderings, rendered elevations and floor plans to communicate design to owner. Reviews presentation materials with project lead prior to submitting to owner.
- Maintains appropriate records and files on assigned projects.
- Maintains a free flow of communications with the Project Lead and other staff members relative to the activities on assigned projects.
- Develop and implement a personal development program that will insure future personal growth and development within the Firm and the industry.
- Receives project direction from the Project Lead and Interior Design Partner.

Job Requirements:

- Must have 4 year BS degree from an accredited college or university. Or, a two or four year technical college or university program certificate or two to four years related experience and/or training; or equivalent combination of education and experience.
- Preferred that NCIDQ exam complete and licensed and registered Certified Interior Designer (CID)
- 2-5 years related experience.

- Must be fluent in reading, writing and speaking the English language.
- Must have ability to write reports and business correspondence. Excellent organizational and time management skills.
- Must have the ability to effectively present information and respond to questions from managers, clients and the general public.
- Must be proficient in AutoCAD, Revit and Microsoft Office Suite.