

**Job Title: Senior Interior Designer FLSA Status: Exempt**

**Reports To: Interior Design Director (IDD)/Interior Design Partner (IDP)**

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## **SUMMARY**

Leads interior design process for BKV Group projects by performing the following duties.

### Primary Responsibilities:

- **Scope / Schedule/ Budget:** Responsible for reviewing project budget with Project Lead or Partner at start of project. Develops PMP to align tasks to be completed with available budget. Communicates scope and budget to Interior design team on the project. Tracks project budget weekly to maintain scope/schedule/budget. Reports to IDP/IDD monthly on project budget status.
- **Management:** Provides direct oversight to interior design project team. Organizes tasks and communicates scheduling requirements for interior design team on the project. Works collaboratively with team to complete project tasks. Is primary client contact for day to day communication on the project. Has the ability to work on multiple project types and sizes at one time, has excellent organizational and time management skills.
- **Business Development:** Involved in BD related activities including but not limited to client interviews, proposal development, award submissions, professional organization activities.
- **Vision:** Develops 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. Communicates Visioning package to project lead for review.
- **Programming:** Meets with client/team to determine program requirements. Designer works with client to understand function, equipment, ff&e and any other factors that will affect the planning of the project interiors. Collaborates with other disciplines to develop planning requirements.
- **Space Planning:** Collaborates with all disciplines 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:** Advises client on 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:** Advises client on 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:** Oversees production of documents for bidding. Coordinates with other disciplines for quality assurance, technical accuracy and completeness. Reviews work of interior design team on project for quality assurance. Coordinates with IDD/IDP/Project Manager to finalize scope of Interiors Construction documents.

- **Technical:** Demonstrates competency in interior design specification, detailing, constructability and building codes. Understands technical implications to design decisions related to cost and impact on other disciplines work scope.
- **Construction Administration:** Demonstrates competency in managing interior design scope during the construction phase of the project. Is knowledgeable on processing shop drawings and product submittals, processing RFI's and corresponding efficiently with General Contractors. Effectively coordinates with other disciplines on CA related coordination. Mentors team members on CA phase processes and site visits.
- **Presentation materials:** Develops and oversees 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.
- Works with IDP/IDD to 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.
- Provides direct supervision and mentoring to interior design team throughout design and construction.

#### Job Requirements:

- Must meet one or a combination of the following:
  - 4-year BS or BA degree in Design from an accredited college or university
  - 2 or 4-year technical certificate in design from an accredited institution
  - 2-4 years of related industry experience/training in the field of interior design
- Is a licensed and registered Certified Interior Designer (CID)
- Minimum 10+ 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 public.
- Must be proficient in Revit and Microsoft Office Suite.