

Job Title: Interior Designer II FLSA Status: Exempt

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

SUMMARY

Works with a Senior Interior Designer/ Project Lead or Partner on interior design workscope for BKV Group projects by performing the following duties with some lead focused tasks.

Primary Responsibilities:

- **Scope / Schedule/ Budget:** Reviews project scope with project lead or Partner at start of project. Works with project lead to align tasks to be completed with available budget and schedule. Communicates scope, schedule and budget concerns with project lead and collectively reviews budget status throughout the project. Reviews strategies with project lead to align scope and schedule with available budget. Understands deliverables for Interior Design work scope as included in contract. Communicates to project lead when asked to complete tasks outside of deliverables.
- **Vision:** Works collaboratively with project lead/team to develop Visioning / Branding package for client. Follows aesthetic direction and Interior Design Concepts for the project. Effectively communicates vision through use of imagery, renderings and concept designs.
- **Programming:** Works 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 and innovative environment that will enhance the experience for the occupant.
- **Finish and Materials:** Works with project lead to develop appropriate finish and material selections to implement 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 and consultants.
- **Construction Documents:** Develops construction documents for bidding under the supervision of the project lead. Coordinates with other disciplines at timely intervals for quality assurance, technical accuracy and completeness. Coordinates with project lead at timely intervals to finalize scope of Interiors Construction documents and meet project deadlines.
- **Reviews discipline deliverables checklist with project lead for completion at each phase deliverable of a project.**

- Construction Administration: Demonstrates competency in understanding interior design scope during the construction phase of the project. Participates in processing shop drawings and product submittals, processing RFI's and corresponding efficiently with General Contractors under the supervision of the project lead. Participates in coordination with other disciplines on CA related coordination.
- 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.
- 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.

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
- ID 2 level positions are to be preparing to take the NCIDQ exam or have passed the NCIDQ exam.
- Minimum 3-7-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.