

Job Title: Interior Designer I**FLSA Status: Non-Exempt****Reports To: Interior Design Director / VP of Interior Design**

SUMMARY

Works with a Senior Interior Designer / Project Lead or Partner receiving direct supervision on interior design work scope for BKV Group projects by performing the following duties.

Primary Responsibilities

- **Scope / Schedule:** Reviews project scope with project lead or Partner at start of project. Works with project lead to align tasks to be completed with schedule. Communicates scope and timeline concerns with project lead and collectively reviews schedule 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. Follows up with project lead when asked to complete tasks outside of deliverables.
- Oversees the management of the product library by either self-direction or an intern.
 - **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/team 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/team to determine scope of plan development. Under the supervision of the project lead, uses program knowledge to develop a 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 supports the aesthetic goals, budget, and functionality of the project under the supervision of the project lead. Continually researches and keeps current on product knowledge and product application.
 - **Furniture/Artwork/FF&E:** Specifies appropriate furniture, artwork and accessories as needed. Assists owner in procurement of furniture as required under the supervision of the project lead.
 - **Coordination:** Works with project lead /team to communicate design intent of project interiors with other disciplines and consultants under the supervision of the project lead.
 - **Reviews discipline deliverables checklist** with project lead for completion at each delivered phase of a project.
 - **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.

- **Construction Administration:** Gains an understanding of interior design scope during the construction phase of the project under the supervision of the project lead. 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 communication with the Project Lead and other staff members relative to the activities on assigned projects.
- Works with VP of Interior Design or Director to develop and implement a personal development program that will ensure 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
- NCIDQ exam not required. Preference for advancement may be given to candidates who have completed the NCIDQ exam and have become licensed and registered Certified Interior Designers (CID), and who exhibit exceptional graphic or communication skills.
- Minimum 1-4 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.