



## Job Posting

### Job Title: Lead Interior Designer

Our dynamic design firm is on the lookout for a talented and experienced Lead Interior Designer to join our innovative team! If you're passionate about transforming spaces, driving creative excellence, and leading impactful design projects, we want to hear from you.

Reports to Design Director

### Job Description:

We are seeking a talented and experienced Lead Interior Designer to join our team. The ideal candidate will be a self-directed, highly organized professional with a strong design sensibility and excellent project management skills. On certain projects, the Lead Designer will manage all aspects of the design process, from concept development to final installation, ensuring projects are completed on time, within budget, and to the highest standard of quality. We are looking for a strong candidate who is ready to hit the ground running on day one in a fast-paced environment with a proactive approach who can effectively manage multiple projects and the relationships within those projects from clients to vendors and tradespeople.

### Responsibilities:

- Design and Conceptualization:
  - Lead the conceptualization and execution of interior design projects across various sectors, ensuring the highest standards of quality (projects assigned may be solo and may be working directly under Principal or Senior Designer)
  - Develop and present design concepts.
  - Create 3D visualizations, mood boards, and sketches.
  - Select and specify finish materials and furniture.
  - Prepare design and construction documents.
- Client Liaison:
  - Collaborate with clients to understand their vision requirements, and preferences, translating them into compelling design solutions.
  - Serve as the primary point of contact for clients on assigned projects.
  - Lead project meetings and client presentations.
  - Provide exceptional customer service and anticipate client needs.

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- Maintain consistent and clear communication.
- Project Management:
  - Coordinate with contractors, architects, and other professionals to ensure smooth project execution
  - Own and manage project timelines, budgets, and status.
  - Run design projects on time and within budget.
  - Track time accurately using Clockify.
  - Manage purchase orders and approvals.
  - Oversee installation and quality control.
  - Ensure timely delivery of products and services from vendors.
- Team Leadership and Mentoring:
  - Delegate tasks to and manage and mentor a team of passionate junior and intermediate designers, fostering a collaborative and inspiring work environment
  - Prepare and coordinate the design team (if applicable).
  - Collaborate with the Principal and/or Design Director.
- Financial Responsibility:
  - Create and manage project budgets (time, materials, construction costs, product sales) to ensure successful project delivery.
  - Adhere to billable hour and timeline requirements.

#### Qualifications:

- 3–5 years minimum of lead design experience (recent graduates need not apply).
- Bachelor's Degree in Interior Design or related field.
- Proficiency in Google Suite, Studio Designer, SketchUp, Layout, and Adobe Creative Suite. Ideally also have experience in ClickUp, and Clockify.
- Ability to work in a fast-paced environment and quickly pivot as needed.
- Strong knowledge of building codes and building systems.
- Excellent oral, written, and graphic communication skills.
- Strong knowledge of the design process, including specification of materials, FF&E, and project management.
- Excellent knowledge of a wide range of resources for finishes and furnishings.

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- Ability to work independently with little supervision.
- Team-oriented and collaborative spirit.
- Attention to detail and strong organizational skills.
- NCIDQ certification preferred, but not required.
- Commercial and residential interior design experience preferred.

**\*\*What We Offer:\*\***

- A vibrant and collaborative work environment.
- Exciting and diverse projects that challenge and inspire.
- Opportunities for professional growth and development.
- Competitive salary and benefits.

If you are a creative visionary with a passion for interior design and a track record of successful project delivery, we invite you to be a part of our dynamic team. We look forward to welcoming a new Lead Interior Designer to our design family.

To apply, please submit your [resume, portfolio, and a brief cover letter.](#)

**Note:** This job description is not exhaustive and may be subject to change.

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