

## SENIOR INTERIOR DESIGNER

### PRIMARY FUNCTION:

The Senior Designer is responsible for the successful delivery of Interior Design projects. This person is passionate about their work, highly creative and works hard to be a role model for the design team. The Senior Designer is dedicated, committed to his/her craft and believes in coaching others. The Senior Designer consistently has a positive attitude and is a natural problem solver. Your approach to design is innovative and inspiring. This position reports to the Senior Team Lead.

### EXPERIENCE:

Minimum of 7 years' experience primarily in residential (condominium), with some retail and/ or hospitality Interior Design  
Must have solid experience managing multiple complex projects at one time.  
Must have experience managing and assisting project teams with the ability to mentor others.

## MAJOR RESPONSIBILITIES & TASKS

This position's responsibilities include but are not limited to the following items:

### CONCEPT DESIGN & DEVELOPMENT:

- Takes an innovative approach to each project in order to create unique designs
- Manages and assists the team with the overall concept (vision, FF & E)
- Manages and assists in the development and preparation of design concept presentations to the client, able to sell the creative vision
- Develop and/or review block and space planning, ensuring all scope elements have been incorporated
- Ensure that the concept as approved by the client has been translated into the working drawings and design integrity is upheld
- Communicate with client any issues or inconsistencies that arise from the development process

### WORKING DRAWINGS:

- Manages and assists the team in developing the working drawings & specification package
- Ensure all drawings (plans, elevations, details) meet building code and best practices for construction
- Ensure all drawing packages are BCIN compliant, where applicable

### TENDERING & CONSTRUCTION:

- Manages and assists in the tendering process and drawing distribution for contractors
- Review contract documentation
- Fields questions from contractors, consultants and client
- Conducts site walkthroughs where appropriate.
- Manages and assists with Supplementary instructions as required

- Manages and assists with the creation of Addenda as required
- Manages and assists with deficiencies to completion

---

### PROJECT MANAGEMENT:

- Meets with clients to understand the scope of each project and to discuss: client needs and wants, type of business operation and timeframes
- Manage and/or review client needs assessment
- Works with Senior Team Lead and/or Design Manager to review scope of work and project plan
- Ensures all project files are created and filed as per company standards
- Prepare ID project schedule
- Work with Design Manager and/or Senior Team Lead in the kick off meetings to review the project schedule and project plan
- Consults with client through each phase of the project and directly addresses issues as they arise
- Reviews project hours regularly to ensure project budget is on track, taking corrective measures in scope, timing as needed
- Regularly communicates status of project work with internal team and management
- Conduct a post-mortem on each project with team, present lessons learned
- Follow up on all meetings with meeting minutes sent out to the Client within 24hrs
- Gets sign off forms signed at the end of each Phase before proceeding to the next Phase
- Monitors the contract to ensure that there is no scope creep and if there is alerting the Client that there are extras being incurred

---

### TEAMWORK & PROFESSIONALISM:

- Must have a strong technical interior design understanding and experience in reviewing interior design documents
- Is able to educate intermediate and junior designers on construction and building code elements and compliance
- Must be able to communicate effectively and professionally with clients as well as within the company, always providing a high level of customer service
- Must be able to maintain the highest level of confidentiality, handling sensitive information concerning both the company and its clients
- Must be adept at multi-tasking, with exceptional organizational skills

---

### PERFORMANCE & FEEDBACK:

- Offer feedback that supports the growth and development of team members
- Participates in frequent check-ins to ensure team members are progressing towards their goals
- Consistently mentoring and coaching intermediate and junior designers

## VALUES & CORE LEADERSHIP SKILLS & BEHAVIOURS

- Mentors and manages all staff at all times in particular Junior and Intermediate Designers
- Consistently operates as a role model for appropriate and professional behavior
- Works collaboratively with the II BY IV DESIGN Team to live the company values in a manner that generates excitement, enthusiasm, alignment and commitment to action consistent with the external brand identity.
- Shares insights and learning
- Takes on challenging conversations as required
- Highly inclusive and welcoming taking on actions that support and help develop the culture
- Fosters a culture that promotes ethical practices, passion and encourages individual integrity, accountability and responsibility.
- Maintains a clean and organized working environment

## QUALIFICATIONS

### BASIC QUALIFICATIONS:

- B.A.A. - Bachelor of Applied Arts in Interior Design from a recognized University or College
- Minimum of 7 years of significant design success with large complex projects or any equivalent combination of education, training, and experience
- NCIDQ - National Council of Interior Design Qualification a definite asset
- BCIN
- Knowledge of Building Code regulations is essential

### TECHNICAL SKILLS:

- AutoCAD, XREF (plans, elevations, architectural and millwork details)
- Strong Microsoft Office Skills (Excel, Word, PowerPoint)
- MS Project or other Project Management software considered a must
- Adobe Suite programs (Photoshop, InDesign) and SketchUp! an asset
- Revit an Asset

### PREFERRED:

- Minimum of 7 years significant Member of ARIDO – Association of Registered Interior Designers of Ontario
- LEED Certified

## CONFIDENTIALITY

Both during employment and after, employees of the firm will not disclose confidential and proprietary information learned during the course of their employment unless disclosure is required by law. Please refer to the Employment Contract and the Employee Handbook for further clarification