



200 Park Ave South | Suite 1401 | New York, NY 10003

SENIOR INTERIOR DESIGNER

4-day Work Week Optional

High-end residential Interior Design firm seeks experienced Senior Interior Designer for a full-time, in office, position in our Union Square, New York City Studio. The qualified candidate will have the potential opportunity to become a member of the firm's leadership group. Salary and benefits are competitive and based on experience and skill level. You will be joining a highly talented team of architects and interior designers in a healthy, up-beat design-oriented studio. We have a newly renovated fantastic large office with sweeping city views.

Description

We are seeking talented design-oriented candidates with excellent leadership and team facilitation skills, plus strong communication and interpersonal skills, including the ability to effectively communicate intent, plans, status, issues, alternatives, solutions, and to resolve conflicts.

Candidate must also have the ability to communicate with high-profile clientele.

Applicants must possess an interest in and the ability to work with a fast-paced team and work with Principals, as appropriate.

The candidate must be a strategic thinker who pays attention to detail. He or she will possess the skills to execute projects with style, flexibility, and charisma within a collaborative design studio.

Candidates should have a strong background in high-end interior design in New York City and be capable of working efficiently under deadlines. All applicants should be highly organized, self-starters who are flexible to work on a variety of projects. Applicants must have strong communication skills in order to work well within a team setting but also have enough experience and drive to work autonomously.

Tasks and Responsibilities

General Responsibilities

- Manage all aspects of a project from programming to design to implementation, ensuring the quality and accuracy of each project through to completion. Superb customer service is of paramount importance.
- Create interior design concepts and furniture layouts, presentations for clients and technical documentation for manufacturers and artisans
- Comfortable working in all areas of design (presentations, purchasing, concept design, project management, client shopping, installations, etc.)
- Excellent written and communication skills to liaison between principal, clients, vendors, contractors & employees
- Review, select, specify, and propose furniture, window covering, fabric, wall covering, ceiling treatment, floor covering, lighting, hardware, art & accessories
- Interface with vendors to specify custom aspects of items being ordered

DHD

Architecture, PC

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- Manage & prepare all Estimated and Actual project budgets in Excel and Ivy or Studio webware.
- Liaison with Principals and Accounting with updated monthly reports for each project, review Client invoices for approval, submit projected fee and schedule estimates to Accounting and update project projection spreadsheet
- Manage the workload of the junior staff including prioritization of tasks
- Help with project photoshoots - styling, coordination with photographer and publications, help create Resource list
- Help with PR and New business look books, attend new business meetings as required

Construction/Installation Management

- Develop Site surveys and scopes of work
- Manage progress of work throughout all phases of design, fabrication, and construction
- Work as a team to schedule all trades & vendors for installations
- Be onsite for installation with various trades
- Attend weekly construction job site meetings as necessary
- Track and maintain contact for all sign offs on drawings and finishes

REQUIREMENTS

- Excellent design, organization, communication skills
- Must be extremely organized & have a great attention for details
- Must be able to work efficiently and independently, as well as part of a team
- Must be comfortable in a fast-paced, deadline driven environment on multiple projects
- Creative and enthusiastic

Experience Requirements

- Minimum 5 years' experience in the New York City market

Skills

- Possess working knowledge of Adobe Suite programs (InDesign, Photoshop + Illustrator)
- Proficient in MS Excel, Office, Word
- Knowledge of Ivy or similar purchasing programs a plus!

Submission Requirements & Information

- One PDF with cover letter, resume and professional work samples
- Applicants must be authorized to work in the U.S.
- Submit application to info@dhd.nyc
- 4-day work week optional
- Salary Range: \$100k-150k

We are an Equal Opportunity Employer.