

Detailed Job Description

Job title: Interior Designer

Reporting to: Principal - Danny Broe

Salary: Remuneration will be based on experience

Hours: Full Time

Location: Surry Hills

Purpose of the position

Interior Designer - A position is available in our small multi-disciplinary architecture and interior design practice in Surry Hills. The projects are bespoke and are exceptional in quality, the way they meet the client's brief and the sensitivity to the site and context.

The Interior Designer participates in a wide spectrum of roles from design to documentation to project management - with ongoing training. They are client focused and willing to work closely in a team environment with architects. Most projects are fully project managed and the interior designer has a leading role in managing many projects.

Responsibilities & Duties

Responsibility 1 - Briefing, Design, Design Development, Documentation, Specification and input during Construction.

Note: Some of these roles will be supported with ongoing training.

- Client meetings, briefing and presentations
- Client management (supported by principal)
- Concept design / spatial design
- Interior Design at Concept Stage
- Use ArchiCad to develop 2D and 3D design drawings
- Interior Design at Schematic Stage
- Drafting - 1:100 plans, sections, elevations, 1:20 joinery plans, 3D perspectives
- Overlap design with architects on the building form, windows and doors and external design

- Furniture layout
- Kitchen, bathroom, laundry, study, wardrobe, entertainment, joinery design
- Give opinion on architectural elements such as exteriors
- Lighting selections / strategy
- Interior Design at Documentation Stage
- Drafting - 1:100 plans, sections and elevation, 1:20 joinery plans and elevations, 1:5 and 1:10 details
- 1:50 Electrical layout drawings and lighting design
- Specification of finishes and fixtures
- Select and specify paints, tiles, flooring and floor finishes, wall finishes, door and window hardware, joinery hardware and storage systems, upholstery, drapery, soft furnishings, decoration and loose items.
- Select and specify kitchen and bathroom fixtures and fittings and materials
- Select and specify appliances and follow technical installation guides when documenting
- Select and specify architectural and decorative light fittings
- Interior design and advice during construction and site visits

Work standard:

- Build a good rapport with clients and other team members
- Fit for purpose, functional and creative design
- Accurate drafting
- Efficient completion of services in a reasonable time
- A reasonable level of the development of construction methods
- Accurate and practical specifying

Responsibility 2 - Project planning, Project management, Budget management, Invoicing.

Note: These roles will be supported by training

- Quarterly, monthly, weekly and daily project planning
- Project management of interior focused projects
- Project construction cost control
- Generate and issue client invoices regularly
- Management of project resources, budgets and fees
- Liaise and project manage the builder during contract administration
- Financial project management / contract administration of projects during construction

Work standard:

- Competent and realistic overall planning of projects
- Competent management of project budgets in relation to the fees charged and hours spent by staff
- Competent delivery of projects in a reasonable time-frame
- Good project leadership - problem solving and engagement in projects and the ability to keep driving them forward
- Reliable and dependable and accurate project management / Contract administration of the construction stage (this is of course supported by training and input from the principal)
- Accurate and client sensitive invoicing

Responsibility 3 – Administration

Note: Some of these roles will be supported with ongoing training.

- Keep product library updated
- Research and specification of products, fixtures, fittings, finishes and so on
- Research cutting edge and exceptional interior design and designers
- Shared administrative tasks
- Answering the office phone - a role that is shared equally with the graduate architects

Work standard:

- Good contribution to the organised and smooth administration of the practice.
- A positive contribution to keeping the practice up to date with products, materials and the design industry.

Responsibility 4 – Marketing and Social Media

Note: this role is dependent on the Interior Designers aptitude for and interest in this area.

This role will be supported with ongoing training.

- Marketing and social media - details to be agreed as appropriate
- Facebook, Instagram and LinkedIn posts
- Magazine and press publications
- Creating and taking advantage of new marketing opportunities

Work standard –

- Play a significant role in maintaining and reinforcing the current successful marketing strategies of Danny Broe Architect.

Academic & Trades Qualifications

Essential qualifications (one of the following is required)

- Bachelor of Interior Design
- Bachelor of Interior Architecture
- Advanced Diploma of Interior Design
- Diploma in Interior Design and Decoration

Desirable qualifications

- CAD design and drafting
- ArchiCad design and drafting

Work Experience & Skills

Essential experience and skills:

- Previous work for Interior Design studio for one year OR
- Previous work in customer service role for two years
- Proficient computer skills
- CAD drafting experience
- Good software knowledge including MS Word and Excel

Desirable experience:

- Great design skills demonstrated
- Documentation including detailed 1:20 scale drawings
- Specifying materials, appliances, fittings and fixtures
- Lighting and electrical layouts
- Commercial experience such as restaurants, cafes, medical clinics, childcare centres and offices.
- Worked with architects and/or interior designers
- Marketing and social media experience or interest
- Adobe Creative Suite

Personal Qualities & Behavioral Traits

Essential qualities or behaviors

- Client focused and will communicate well with clients
- Works well collaborating in a team
- Must be happy to work in an in-house team with architects on equal footing
- Self directed - while being well supported
- Enthusiastic
- Detail focused and high attention to detail
- Good learner

Relationships

Details of relationships relevant to this role

- Reporting to Danny Broe - Principal
- This position will be trained by Danny Broe and in some cases the graduate architects with ongoing support and supervision
- Internal relationships - Architects, graduate architects, interior designers, interns.
- External relationships - Clients, Builders, Sub-Contractors, Cost Estimators, Council Planners, Private Certifiers, Engineers, contracting Interior Designers and Product Representatives

Employee's signature:

Principal's signature:

Performance review period: Every three months

Next review date: