

INFORM is an award-winning architectural and interior design firm seeking talented and driven Interior Architectural Designer to work with us in our Interior Design Studio.

The position of Interior Architectural Designer contributes to our success by assisting in the design and production for schematic, design development, construction documents, construction administration and project management for all projects. The ideal candidate will have 4-6 years of experience in commercial interior design, focusing primarily on high-end hospitality design.

The designer will be expected to:

- recommend a visual representation of the concept;
- communicate the Design Director's objectives orally and visually;
- manage all project-related tasks, client meetings and contractor coordination and
- collaborate with fellow studio members, clients, consultants, and artisans.

KEY RESPONSIBILITIES

Under the direction of the Design Director as the primary team member, the Interior Architectural Designer is responsible for the development and realization of project from start to finish. They are responsible with limited supervision for coordinating and preparing complete documentation, and design packages and contract documents to meet client program, and project budget constraints including:

- Design presentations
- Mood boards
- 3D Models & views
- Rendered plans, elevations, and views
- Specifications and drawings
- Full set of construction drawings
- Finish, hardware, & plumbing selection and specifications
- FF&E selection
- Custom furniture design and documentation
- Finish boards and/or boxes
- FF&E binders
- Present design progress and contract documents internally to Design Director
- Coordinate with outsourced renderers
- As directed by Design Director:
 - Perform construction administration services including site visits, responding to RFIs, reviewing control samples and shop drawings, coordinating with consultants, manufacturers, and contractors, and completing punch list
 - Resolve problems that arise during construction
 - Represent and manage design coordination between clients and consultants
- As directed by Design Director, lead the development and design of entire project areas

- Assist Junior Designers and Interns

RESEARCH & DEVELOPMENT

- Observe & communicate trends in the hospitality market
- Attend vendor presentations and inform team of new and innovative products
- Pursue individual professional/skill development
- Contribute to studio development goals
- Attend and represent INFORM at industry events/trade shows as required

SKILLS

- Minimum 4 years experience in hospitality design or proven skill level
- Strong conceptual design approach
- Knowledge of hospitality design standards and an understanding of hospitality operations
- Architecture or Interior Design degree, accredited 4yr+ program
- Proven organizational abilities and attention to detail with the ability to work on multiple projects across various phases
- Experience in production and coordination of construction drawing sets with knowledge of construction detailing, materials, methods, and codes
- Experience in production and coordination of FF&E specification deliverables/implementation and available vendor/fabricators; SPEXX knowledge preferred
- Proficiency in Revit, AutoCAD, Adobe Creative Suite, Sketch Up, MS Office
- Is collaborative, self-motivated, positive, and flexible with strong verbal and written communication skills
- Provides inspiration and motivation for junior staff
- Must have excellent customer service skills and be comfortable in interfacing with clients, consultants, vendors and internal staff
- Knowledge of commercial building standards, fire safety codes, ADA codes, and applicable codes for textiles, furnishings, and finishes

CORE COMPETENCIES

- Task Focus: Delivers legendary service to clients and vendors that meets and exceeds expectations
- Ethics & Integrity: Adheres to INFORM values, beliefs, and principles of innovation and excellence in design
- Composure: Remains calm, maintains perspective, and responds in a professional manner when faced with tough situations

- Personal Learning: Takes personal responsibility for the continuous learning of new knowledge, skills, and experiences
- Dealing with Ambiguity: Able to successfully function during times of uncertainty and changing priorities
- Decision-Making: Makes keen, timely decisions based on a mixture of analysis, wisdom, experience and judgment
- Interpersonal Savvy: Builds effective relationships with all people inside and outside of INFORM
- Results Oriented: Gets results and achieves goals

BENEFITS

- Healthcare Coverage
- 401(k) Safe Harbor Matching
- Weekly (8 hr max) Remote Work Option
- Paid Time Off