



**Job Description**

Job Title:	<b>Interior Designer I</b>
Job Category:	Designer
Department:	Interiors
Manager:	Interiors Department Manager
Location:	Indianapolis
Travel (if applicable)	Available to travel up to 15% of the time

**General Job Description / Summary**

Assists in development of design ideas, drawings, renderings, presentations, color boards and integrates design work through the construction process with associated trades and design professionals.

**Key Duties and Responsibilities**

- All aspects of projects will be with supervision from Interior Designer I, Senior Interior Designer and Interiors Department Manager
- Participates with the Project Manager, Architects, design team, Interior Designers in consultation with all aspects associated with projects including project meetings and design.
- Lead various tasks related to design and build inclusive of, but not limited to, sourcing finishes, furniture, and lighting, space planning, concept research, design development, documentation, and construction administration with direct supervision of Lead Interior designer on project.
- The successful candidate will plan and communicate effectively to facilitate collaboration among clients, designers, architects and engineers to successfully accomplish projects
- Makes final sketches of proposed drawing, checking dimension of parts, materials to be used, relation of one part to another, and relation of various parts to whole structure or project.
- Help to develop organizational systems to continue to better the company and design department as well as researching new products and systems, finishes, and furniture.
- Uses computer assisted drafting (Revit and CAD) equipment and software.
- General knowledge and understanding of product usage and appropriateness related to finishes and furniture/equipment.
- Assist in project site survey of existing buildings for verification and records drawings.
- Meeting with finish and material representatives and upkeep of materials library.
- Uses Indesign, Enscape and Photoshop to create color renderings, digital and physical color boards and other presentation material for Interiors.
- Mentored by Interior Design II, Senior Interior Designer and Department Manager to build the character and capability of the team .
- Maintain constant professional communications with client, project team, consultants, and managers.

## Core Competencies

<b>Classifications: Designer</b>	
Communication	<ul style="list-style-type: none"><li>• Exhibits good listening and comprehension</li><li>• Expresses ideas and thoughts in written form</li><li>• Expresses ideas and thoughts verbally</li><li>• Keeps others adequately informed</li><li>• Selects and uses appropriate communication methods</li></ul>
Quality	<ul style="list-style-type: none"><li>• Applies feedback to improve performance</li><li>• Demonstrates accuracy and thoroughness</li><li>• Displays commitment to excellence</li><li>• Looks for ways to improve and promote quality</li><li>• Monitors own work to ensure quality</li></ul>
Dependability	<ul style="list-style-type: none"><li>• Commits to doing the best job possible</li><li>• Follows instructions, responds to management direction</li><li>• Keeps commitments</li><li>• Meets attendance and punctuality guidelines</li><li>• Responds to requests for service and assistance</li><li>• Takes responsibility for own actions</li></ul>
Planning & Organization	<ul style="list-style-type: none"><li>• Integrates changes smoothly</li><li>• Plans for additional resources</li><li>• Prioritizes and plans work activities</li><li>• Sets goals and objectives</li><li>• Uses time efficiently</li><li>• Works in an organized manner</li></ul>
Design	<ul style="list-style-type: none"><li>• Applies design principles</li><li>• Demonstrates attention to detail</li><li>• Generates creative solutions</li><li>• Translates concepts and information into images</li><li>• Uses feedback to modify designs</li></ul>
Teamwork	<ul style="list-style-type: none"><li>• Balances team and individual responsibilities</li><li>• Contributes to building a positive team spirit</li><li>• Exhibits objectivity and openness to others' views</li><li>• Gives and welcomes feedback</li><li>• Puts success of team above own interests</li></ul>

## Education and Experience

- Education Requirements: Bachelor's Degree in interior design
- Work Experience: one or more years interior design
- Registered Interior Designer (RID) once acquired NCIDQ license

## Training, Skills, Knowledge

Computer Skills	Revit, AutoCAD, MS Office Suite, INDesign, Enscape, Photoshop
NCIDQ License	Working towards completing NCIDQ
Member of the IIDA	preferable

<b>Work Environment</b>	This position will work in an open office work environment
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As Federal contractors US Citizenship is required, and background checks will be performed.