

Senior Interior DesignerReports to: **Director of Interior Design**

At Browning Day, we believe in a creative approach to design solutions in collaboration with our clients, consultants, and studio. Sustainable design is a critical element of our design process and one of our core values. We are located in downtown Indianapolis.

The Senior Interior Designer position is critical to the growth and development of the Interior Design Studio. We are looking for someone who has strength in mentorship and project management. This person will oversee multiple projects from pre-design to delivery. The position will provide integral support in developing employees, producing design deliverables, and partnering with the Studio Director. This person will also interface with clients and the public community.

Apply Here: Apply here: <https://browningday.com/careers/>

Core Responsibilities:

- Support Studio Director with mentoring, training, interviewing, onboarding of staff, directing workflow, and overall quality of work.
- Oversee all phases of a design project: budget, schedule, design, documentation, specifications, bid process, and construction administration (including the selection, specification, and installation coordination of furniture).
- Participate in select marketing and business development opportunities.
- Maintain positive client relationships, foster a commitment to provide excellent client service.
- Collaborate with clients to determine initial goals and requirements for the project.
- Conduct programming efforts, including information gathering and analysis.
- Develop, organize, and execute innovative design concepts that are practical, aesthetically pleasing, safe, compliant, and that meet the goals of the project.
- Responsible for selection, documentation, management and coordination of materials and furnishings to meet project requirements, including project type requirements and budget.
- Prepare sketches or other visual aids to demonstrate design concepts to the client.
- Use design applications to prepare and illustrate final plans.
- Proactively manage project schedule, budget, design staff, and consultant teams to meet the needs of the project.
- Communicate and coordinate information across disciplines, vendors, and contractors.
- Maintain current knowledge of trends, materials, techniques, and other industry developments.
- Ensure documents adhere to building and ADA / FHA codes.
- Implement Browning Day standards for all project deliverables and processes.
- Incorporate sustainable design solutions into all projects.
- Perform other related duties as assigned or required.

Skills & Qualifications

- Passion for the work and desire to improve people's lives.
- Possess creative talent in the communication of complex and diverse conceptual design ideas.
- Detail-oriented with excellent problem-solving and organizational skills.
- Excellent ability to create aesthetically pleasing, appropriate, and functional interior designs.
- Practiced skills in time management and prioritizing work.
- Excellent verbal and written communication skills.
- Capable in public speaking, training, and presentation skills.
- Enjoys working in a team environment.
- Advanced knowledge in the following:

- Best practices within the profession.
- Design principles and the ability to interpret design concepts for implementation.
- Design trends, construction methodology, and material application/manufacturer appropriateness.
- Furniture and furniture systems, architectural/interior finishes, lighting design, building systems coordination, and documentation standards and requirements.
- Building regulations and safety / ADA / FHA codes.
- Design techniques, tools, production of technical plans, drawings, and models.
- Proficiency in the following:
 - MS Office (Word, Excel, Outlook)
 - AutoCAD
 - Revit
 - Scheduling Software (Team Gantt)
 - Financial / Accounting Software (Deltek Vantagepoint)
 - Knowledge of 3D Modeling software (ex: 3D Studio Max, SketchUp, Viz)
 - Preferred knowledge of Affinity Photo, Designer, and Publisher
- Satisfactory completion of a background screening.
- Bachelor's degree in Interior Design or related field required.
- Must be a professional Interior Designer and have passed the NCIDQ exam (or complete within an agreed-upon timeline).
- Typical professional experience: Minimum 7 years as a Project Designer.

Compensation & Benefits

- Full-time position with a competitive salary.
- Health insurance, Vision and Dental available, and 401k retirement plan.
- Opportunity to earn an annual bonus.
- Hybrid remote work environment and summer hours.

Browning Day believes that diversity drives innovation and collaboration. We are dedicated to being an equal opportunity employer and providing employees with a work environment free of discrimination and harassment. All employment decisions are made based on qualifications, experience, merit, and business needs.