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**Date**  
August 2021

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**Title**  
Job Description

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**Location**  
Canberra Studio

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**Role**  
Interior Designer

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### **Role Description**

This role encompasses design leadership, client management, team leadership and collaboration. Provide commercially pragmatic and technically accurate interior design service and advice to staff and clients. Provide this service in timely and courteous manner demonstrating leadership in both project and office procedures.

### **Key Responsibilities**

- Lead and manage design projects from concept to completion
- Contribute to high morale and improved processes
- Manage interior design and documentation files, design materials and libraries
- Work closely with external consultants and contractors
- Produce high quality output in diagrammatic, oral and written communications
- Promote a collaborative office environment by working effectively within project teams
- Advise junior staff in career and team based activities
- Actively seek professional guidance and input from the Directors where appropriate
- Uphold client and firm confidentiality
- Maintain and nurture client networks

### **Skills and Experience**

- 5+ years experience
- Professional experience gained in well regarded studios
- Strong portfolio demonstrating previous experience from concept to delivery in a range of sectors
- Strong conceptual design skills as well as excellent client liaison skills
- Detailed knowledge of codes and standards relating to documentation and construction of interior environments
- Previous experience and knowledge of Revit, Sketch up and Adobe Creative Suite
- Previous experience with project management software including Aconex, RedHub etc.
- Established client network
- Proactive in business development activities
- Ability to manage a number of projects concurrently
- Ability to respond in a timely manner to requests from both clients and the office
- Ability to make strategic decisions as to priority of tasks
- Ability to undertake tasks efficiently and with consideration of fees allocated to a task
- Demonstrate a commitment to upholding the firm's core values and behavioral standards
- Demonstrated ability to work in a collaborative office environment
- Strong attention to detail

### **Report To**

Senior Interior Designer/s, Associates, Directors and Practice Principal