

PROjECT. INTERIORS

PROjECT. is a Chicago-based + female fueled design firm that's committed to making design that matters—design that touches the heart + feeds the soul. we believe in story telling + focal points, radical craftsmanship, rough edges + flipping the script.

above all, we believe that empowered creatives *empower* creatives—
it's our sole studio creed.

so if you're on our vibration, show us your shine.

attitudes + attributes:

has major design chops. communicator + elevator. bringer of magic + intoxicating swag. architect + contractor archon. client whisperer + commander of flow. hip to blazing your own trail + mentoring rising stars. a master of millwork, lighting, plumbing—the fundamentals. obsessed with every detail. seeker of the goods—vendors + makers, materiality and keeping it weird. owner of out-of-the-box + bold ideas [we don't do basic]. have turn-key projects under that braided belt. excited to put down roots—and *grow* as a designer, a leader, a mentor.
a passionate troublemaker + collaborator who #MAKESDESIGNMATTER.

Senior Designer

primary duties + responsibilities.

- oversees design process, management + installation of multiple full-scope turn-key projects while working under minimum supervision of the Design Director.
- incorporates both design and team management from initial contract review, onboarding, budget preparation, design fee + time management, design process and phasing within scope.
- oversees the holistic collaboration of project team including in-house admin, designers, clients, vendors, out-of-house consultants, architects and builders on large, turn-key projects with a focus on residential interiors.
- embodies PROjECT.'s interests through effective project leadership, actions and collaboration that advance PROjECT.'s mission, business interests + altruism.
- responsibilities + expectations of a Senior Interior Designer extend beyond project-focused tasks.

Pinty Details

rhythm + flow.

- organizes the work efforts of PROJECT.'s interior design team on the day to day and functions as the primary facilitator of communication with the client and other members of the project team.
- integral in the formulation of PROJECT.'s design philosophy + culture and adheres strictly to these principles in the execution of the work and in assignments to staff.
- recognizes the qualitative goals set forth for each project and strategizes to achieve these goals while balancing design, technical and business objectives.
- detail oriented, self-motivated with a senior level leadership skillset.

leadership.

- speaks our language and embodies our culture—understands and contributes to the #tribevibe
- sticky with the clients.
- commands a room.
- empowering and solution driven.
- responsible for leading the success of large turn-key projects in creative + project management.
- facilitates client/team meetings.
- the primary point of contact for clients throughout the project.
- consistently and closely communicates + manages clients/vendors/contractors/trades/builders/architects.
- adheres to and keeps tabs on established scope of services + fees based on client agreements.
- manages + monitors time billing project budgets.
- manages + monitors junior staff weekly time billing reports
- negotiates additional fees with clients for modifications to project scope and/or revised responsibilities when there is a variance from established project goals.
- confers with client/client representatives and outside consultants on a continual basis throughout the project and communicates decisions, actions + solutions effectively to the project team.
- interested in development and growth within a "family style" creative work environment.
- prepares + conducts junior staff reviews, as needed.

internal design team management.

- reports to principal + design director in managing multiple large, turnkey projects for high-end clientele.
- manages and leads the creative process of said projects by bringing bold, unexpected + thoughtful design.
- leads the project management and workflow of the residential design team.
- establishes detailed work plans to meet project milestones and continually monitors progress.
- creates budget plans, timelines, and milestones for the project duration.
- keeps clear and + accessible records of correspondence and meetings.
- monitors the time spent by staff at all levels during all project phases and modifies the project work plan to conform with fees, budgets, and schedule.
- actively monitors progress, identifies issues for resolution, develops strategies for presentation to client, informs the Principal of issues and recommended course of action.
- initiates the development of residential design solutions and details, checks the work of team members, and coordinates work with others on the project team and with outside project consultants.
- directs + supervises work of staff in preparation of drawings, specifications, models, and other project tasks.
- researches and promotes opportunities for new or innovative work system applications.
- actively seeks and implements techniques to improve quality of work and efficiency.
- leads weekly team meetings to review all project status and updates; manages installation targets.
- adheres to PROJECT's phase checklist + takes necessary steps to obtain required information on time.
- preps + directs final turnkey installation; includes management of warehouse, internal staff, trades, art + drapery installations and any third-party installers.
- assists with final invoicing and project based administration, as needed.
- oversees furniture placement and on-brand accessory placement and styling.
- oversees photoshoots [prep + styling] alongside principal.

essential skills + abilities.

- well developed personal esthetic that aligns with the PROjECT brand.
- self motivated, punctual, reliable, loyal.
- curious, compatible, resourceful.
- peels back the layers, eager to learn.
- decisive and takes responsibility for actions.
- effective and timely written + verbal communication skills.
- acute attention to detail + problem solving skills in a fast-paced studio environment.
- presentation skills commensurate with the high level of design and professionalism required for a designer at this level with the understanding of the firm's brand.
- thorough understanding of all project phases of residential work including programming, space planning, color and material selections, FF&E selections, schematic design, design development, construction documents, and construction contract administration.
- exhibits thorough understanding of residential building code, accessibility regulations, and other regulatory requirements as they relate to the project and checks documents for compliance.
- conducts conferences with regulatory officials and prepares strategies to address interpretative issues related to building regulations.
- a capable leader with an authoritative manner + willing to listen and use input from all sources available.
- confronts inadequate performance in a constructive way + willing to share personal knowledge to train younger staff.
- communicates lessons learned on projects with all team members.
- encourages, mentors, and trains staff in a constructive and thoughtful manner.
- performs work and promotes initiatives to strengthen the firm's corporate health.
- emphasizes a customer/client focus in line with PROjECT.'s mission statement and business policies.
- participates in refining standards, implements accordingly, and checks conformance by the team.
- exhibits a results-oriented attitude and takes initiative toward all aspects of the project assignment.
- attends industry + business development events.
- participates in studio and firm events + outings.
- willing to travel for out of town projects, jobsite visits, furniture markets + occasional humanitarian projects.
- comfortable with hands-on labor at installations, as needed.

requirements + qualifications.

- minimum 8 years of experience in high-end residential design + overseeing a team.
- professional degree in Interior Design, Architecture or related field.
- Interest in long-term employment and growth alongside the firm.
- experience in interior design and team management.
- high level proficiency in AutoCAD, ability to create + work with construction documents, floorplans, elevations, millwork, shop + custom furniture drawings.
- confident in abilities with Photoshop, SketchUp, Excel, and Studio Webware.
- confident in abilities with google suite programs (docs, sheets, meet, etc)
- confident in abilities with SmartSheet and project management + timeline tools.
- excellent presentation, verbal + written communication skills.
- proven leadership abilities and mature judgment.
- knowledge of industry vendors, craftsman and trades.
- must be detail oriented, a self-starter, ability to work independently with minimal supervision and oversight.
- must have a valid driver's license, proof of insurance and a vehicle.
- this is a full-time position with standard office hours, but flexibility is necessary for the occasional meeting, installation, or to meet a deadline.
- compensation based on experience.

bonus.

- established relationships with MART showrooms + manufacture's reps.
- kitchen + bath design experience.
- commercial/hospitality design experience.
- NCIDQ certification.

this is a full-time position reporting to Design Director + Principal. **please apply with cover letter, resume, references + portfolio.** and by all means, **show us your shine** – include links to your unique aesthetic + style i.e. Pinterest, Instagram, blogs, etc.

#MakeDesignMatters