



POSITION PROFILE

Job Title + Level

Interior Designer/ Level I

Candidate Description

The Candidate will have 0-4 years' experience in the hospitality industry, NCIDQ certified and TBAE licensed or pursuing. Candidate is a self-starter, possessing the skills or experience to work independently and as part of a team on all phases of design from Conceptual to Construction Administration.

Salary Range

Salary commensurate with 2021 industry standards

Position Type

Full-Time (40 hours / week)

Office hours are 9:00 am to 6:00 pm Mondays through Thursdays (with 1 hour for lunch). Available flex hours Tuesdays through Thursdays with mandatory core hours of 10:00 am to 4:00 pm, with lunch from noon to 1:00 pm. Remaining three (3) hours of the day can be added to the beginning or end of the office core hours. Friday office hours are 9:00 am to 12:00 pm making up our current work week of 35 hours. Above hours are subject to change, but always within a 40-hour work week.

Location

8070 Park Lane, Suite 250, Dallas, Texas 75231

Mission

The Interior Designer Level I is a supportive role, key to the overall w+n studio success. Works collaboratively with a positive attitude that is open to growth and mentorship. Immersion into the w+n brand culture and established standards.

Position Responsibilities + Core Competencies

- Brings a positive, 'can-do', attitude into the studio every day.
- Treats all co-workers with respect and kindness.
- Is a team player, fully engages and contributes to the project and its success.
- Abides by all company policies set forth in the w+n Employee Guidebook.



- Always upholds confidentiality of the firm and does not discuss w+n projects and its Clients outside of the office.
- Listens and observes during client and consultant meetings.
- Engages in all internal team meetings with enthusiasm and invested interest.
- Volunteers without being asked when other projects and teams need assistance.
- Contributes to the tidiness and organization of the resource library and ensures all unused project samples that have been requested by the team are returned to the vendor.

Conceptual Design/Schematic Design

- Participate in project kick-off meeting, learning and contributing relevant research and Spatial Mythology concepts.
- Based on the Spatial Mythology set forth by the team assist in creating FF+E and concepts for interior architecture and design.
- With direction and supervision from team, has ability to craft space plans and layout FF+E for all areas of the project per the program requirements
- With direction and supervision from team, prepare content for project presentations such as Spatial Mythology, InDesign layout, floor plans, elevations, RCP's (rendered if necessary) finishes, furnishings and textiles, electronic movie presentation, tray preparation and concepts for leave behind gifts.
- Participate in client presentations in any capacity required; this includes setting up conference room for presentations as well as removing trays and materials after the presentation and placing back in the studio within the designated project area.
- Participate and engage in all team meetings both internal and external and take appropriate notes for self and team

Design Development

- Assist with the creation and development of guestroom matrices by room type with lead designer/ PM.
- Has a basic understanding of finishes and their application and a willingness to further research and educate oneself. This includes but is not limited to: carpet, flooring, wood species, millwork quality and grade, metal, table and bar top finishes, wall covering, lighting and applicable codes per category.
- Assist with the creation and development of FF+E specifications, OFCI and Material References along with all relevant reports utilizing the Spexx Design Documentation software.
- Assist with creation and development of FF+E bid package for release to vendors to aid in preliminary pricing.
- Assist with creation and development of FF+E budgets accordingly with lead designer/PM
- Assist the team in preparing CAD drawings and notations for preliminary pricing package to the Client and GC, this includes but not limited to floor plans, blocking out key elevations and RCP's.
- Ability to provide inventory reviews, perform site measurements - independently if necessary, or as part of the team.
- Assist with preparing and coordinating rendering packages per direction of lead designer/ PM.



Construction Documentation

- Understanding and a willingness to further research and educate oneself of the ADA and Building Codes applicable to hospitality and multi-family interior design.
- Understanding and a willingness to further research and educate oneself of w+n CAD standards and is able to assist the team in preparing construction documents, included but not limited to: floor plans, demo plans, RCP, elevations, sections, details, finish plans, FF+E plans.

Construction Documentation continued

- CAD and Revit, at the minimum all candidates must be able to elevate artwork and lighting to determine scale and proportion, layout FF+E using w+n CAD blocks and tag finish and FF+E plans with the goal of obtaining proficiency.
- Assist in generating and finalizing FF+E specifications, material references + OFCI specifications
- Assist in coordinating FF+E and finishes within the Construction Documentation set with the team to ensure all finishes and design intent are accurately documented and thoroughly correspond to the finish schedule, material references and OFCI.
- Ability to review own work in its entirety prior to further review by the team.

Construction Administration

- Attend on-site project meetings, box review, punch review as part of the team and be responsible for issuing written meeting notes to the team.
- Observe lead designer/ PM in the review of FF+E and interior architectural millwork shop drawings and submittals.
- Participate in project installation as required. This includes but is not limited to:
 - Preparation of installation kit
 - Shipping to site any accessories, equipment or items necessary for a complete installation
 - · size set of drawings, all specifications, material references and OFCI
 - Able to direct installers in a competent and confident manner
 - Able to think independently to address unforeseen challenges while maintaining composure in presence of Client
 - Shopping for accessories and maintaining receipts for accounting.

Education + Qualifications

Degree in Interior Design / Architecture
NCIDQ Certified and TBAE Licensed or pursuing

Please submit resumes / portfolios to Michelle White at michelle@waldroptnichols.com. When submitting your information, please include a video stating why you would be the best candidate for this position and a little bit about yourself. Thank you!