



Job Description

Position Title: Support / Interior Designer
Classification: Exempt
Reports To: Studio Director
Date Created: August 2024
Date Revised:

The **Hospitality/ Commercial** team at Kimberly Timmons Interiors works on projects that have included Hotel and Resorts, Clubhouses, Amenity Buildings for Residential Communities, Sales Centers, Fitness Centers, Recreation Centers, Spas and Restaurants. Many hospitality and commercial clientele depend on KTI for consistent branding and deliverables. Designers must appreciate and be able to maintain the relationships built over time and perpetuate the reputation established in this market.

As a **Support focused Interior Designer** for this team, one assumes a supporting role to the senior staff positions yet participates in all stages of the design process on multiple projects as required. One will need a thorough understanding of the design process to execute a variety of tasks in multiple stages on multiple projects and a background in technical specification writing / procurement processes. Support staff work in tandem with a team through conceptualization, development, quoting + purchasing, delivery, and installation of the final design. They contribute to deliverables that adhere to KTI's award winning standards and exceed client's expectations.

Responsibilities:

- Continuously develop one's understanding of how design programming is influenced by client parameters such as budgets, design style and aesthetic, operation, purpose, and function.
- Collaborate with the team in developing conceptual imagery, schematic schemes, preliminary material selections and initial space planning as required for the scope of a project.
- Assist in generating digital space plans, finish plans, ceiling plans, furniture plans, and elevations as required for drawing set submissions as developed by senior staff members and converting sketches into CAD, Revit, or other formats.
- Assist in developing 2D + 3D presentation renderings for client review.
- Finish Schedule development and review of architectural/ interior finishes.
- Assisting the team in preliminary finish material selections.
- Revise and prepare documentation including FF&E specifications for execution of approved design concepts and picking up redlines and other edits, made by senior staff.
- Development and organization of FF&E budgets with support from senior staff.
- Working closely with internal Purchasing Team during quoting process and proposal development.
- Assisting in the communication and coordination of tasks for the procurement process.
- Source and research materials; communicate with material manufacturers and vendors to acquire pricing and lead times, contributing to value engineering; editing related documents as needed.
- Maintenance of internal reporting systems, i.e. time sheets and project files.



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- Responsible for providing weekly project report updates to the Project Lead, Project Manager or Studio Director as required, with key focus on communicating deliverable dates and deadlines.
- Working within timely schedules put forth by the senior team to coordinate and support the completion of tasks as required, adhering to key deliverables and deadlines.
- Continuing education related to product updates and industry trends.
- Assist with creating digital and printed presentation packages in binder/book (or other) form for client review, working with KTI's selected local printer if applicable, following KTI's presentation and print standards.
- Support and assist senior team with construction administration tasks such as shop drawing review, submittal approvals, preliminary response preparation to RFI's or any other external team requests.
- Create material control binders/bins for hard copy files of all specified material specs for KTI and client files, including (but not limited to) furniture, fixture, and equipment (FF&E), architectural/interior finishes, lighting, artwork, signage, plumbing, door hardware, flooring, ceilings, walls, millwork and other details of the material schedules.
- Attend project installations with senior staff assisting in directing KTI's installation crew to install FF&E to complete projects as intended, assisting with the creation of punch lists.
- Take notes from team or client meetings to document instructions and decisions and relay information to others as necessary or directed.
- Assist in project completion close out, finalizing documentation, generating inventory books, care and maintenance manuals, filing paperwork and materials, providing ease of future reference to projects in both hard copies and electronic filings.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Passionate about design, demonstrating originality, creativity, and knowledge of current trends.
- Exhibit collaborative behavior, share knowledge and experience, and assist others whenever necessary.
- Possess a high degree of time management and organizational skills necessary in project management.
- Demonstrates an attention to detail and accuracy.
- Demonstrate ability to manage issues and present viable solutions to the team to solve problems.
- Ability to create clear and organized design presentations with attention to detail in graphic formatting.
- Possess a strong understanding of the principles of design and the relationship they play within the integrity of a project.
- Possesses a strong understanding of scale and proportion as it relates to the volume of a space.



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- Able to create and maintain trusted relationships with staff, clients, architects, builders, vendors and other professionals in the industry; always projecting a professional demeanor representative of the KTI brand.
- Demonstrates excellent graphic, verbal and written communication skills.
- Quick learner who takes initiative, can multitask, prioritize and follow through.
- Works well under pressure and is able to tolerate interruptions and redirection.
- Consistently and accurately records discussions and directions for oneself and absent team members.
- Works well independently and as a collaborative member of the team.
- Receptive and resilient to feedback from KTI leadership, clients and others.
- Demonstrates an interest in technological and design trends through continuing education and vendor presentations.

Qualifications:

- BFA or BS in Interior Design from a CIDA (formally FIDER) accredited program
- 2-4 years' experience; depending on breadth of experience
- Physical demands may include (but are not limited to) lifting and transporting samples, presentation packages, some assistance in receiving and installing accessories and fixtures.
- Must be willing to travel

Tools

- Required Proficiencies: AutoCAD, Microsoft Suite
- Strongly Preferred: Revit
- Preferred Proficiencies: Spexx, Design Smart, Blue Beam, InDesign Illustrator, Sketch Up, Adobe Photoshop
- Knowledge of QuickBooks a plus

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements. Kimberly Timmons Interiors is an Equal Opportunity Employer (EOE), M/F/H/V.