



Job Description

Position Title: Interior Designer
Classification: Exempt
Reports To: Residential Studio Director
Date Created/Revised: March 2026

Summary/Objective:

The Interior Designer will execute a variety of tasks in multiple stages on multiple design projects. This position will work in tandem with other designers through conceptualization, development, delivery and installation of the final design and contributes to deliverables that adhere to KTI's award winning standards and exceed client's expectations.

Essential Functions:

- Develop design factors based on client parameters such as budgets, design style, purpose and function.
- Collaborate with the team to begin space planning, developing conceptual imagery and schemes, and selecting preliminary materials.
- Assist in generating digital space plans, develop and generate space plan options and space plan presentations for clients
- Assist with creating digital design presentations for client review following KTI's presentation standards (including page layout, sourcing, tagging, dimensions and product research).
- Source and research materials; communicate with material manufacturers and vendors to acquire pricing and lead times, order samples; editing related documents as needed.
- Source FF&E options for clients, creating presentations with alternative aesthetics and price points.
- Under the Design Director's lead, participate in client design and presentation meetings and maintain positive client communication throughout a project ensuring a high level of responsiveness. Taking detailed notes and sending recap follow up meeting minutes to the team.
- Create a digital finish schedule for all specified material specs for KTI and client files, including (but not limited to) finishes, fixture and equipment (FF&E), architectural/interior finishes, lighting, color, plumbing, door hardware, lighting, flooring, ceilings, walls and other details of the material schedules.



- Based on the design direction approved by the Client, assist Senior Designer in the development of construction documents; coordinating drafting plans and elevations; working with the team on finalizing all details included in contracted scope.
- 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 and post installation reports that resolve inventory and accounting issues.
- Assist in project close out, finalizing documentation, generating inventory books, filing paperwork and materials, providing ease of future reference to.
- Works independently to assess and prioritize the project task list; applies critical thinking through all details of the project with minimal guidance from senior designers.
- Responsible for Design Proposal and specification sheets ensuring accuracy before submitting to Purchasing utilizing Design Smart software.
- May contribute to training and helping interior design interns and junior designers
- Performs other duties as assigned

Work Environment:

- Sitting for long periods, standing and walking intermittently
- Using office equipment such as computer, mouse, keyboard, printer
- Indoor office environment, temperature controlled
- Ability to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, kneel, crouch or crawl, talk or hear.
- Occasionally lift or move up to 30 pounds
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

Competencies:

- Exhibit collaborative behavior, share knowledge and experience, and assist others whenever necessary.
- Maintains a positive and professional attitude with fellow staff, clients and vendors
- Possess a high degree of time management and organizational skills necessary in project management.
- Demonstrate ability to manage issues and present viable solutions to the team to solve problems.
- 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.
- Demonstrates an attention to detail and accuracy.
- 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.
- Time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Proficient in Microsoft Office Suite and AutoCAD
- Preferred Proficiencies: Revit, Adobe Photoshop, InDesign, Illustrator, Sketch Up
- Maintain a professional demeanor and respond with urgency
- Commitment to fulfilling the mission of KTI; represent the KTI brand in a positive manner internally and externally
- Ability to read, write, speak and understand the English language fluently, and communicate verbally and in writing at a professional level
- Must have reliable daily transportation

Education and Experience:

- BFA or BS in Interior Design from a CIDA (formally FIDER) accredited program
- 2-4 years' relevant experience

Expected Hours of Work:

This role is full-time at 40 hours per week and exempt from overtime. Travel to the various locations may be required and is primarily local during the business day, although some out-of-area, evening travel may be expected.

Employee Name & Signature

Date



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.