



Job Description

Position Title: Senior Interior Designer

The **Hospitality Studio** at Kimberly Timmons Interiors specializes in a diverse range of project types, including hotels and resorts, clubhouses, amenity buildings for residential communities, and restaurants. Many of our hospitality and commercial clients rely on KTI for consistent branding, thoughtful design execution, and a seamless delivery process. Our designers play a key role in upholding these long-standing relationships while continuing to elevate the reputation we've built within the industry.

As a **Senior Interior Designer**, you will bring both experience and leadership to team, guiding design excellence across multiple projects varying in size and complexity. This role requires a strong command of the full design process, from conceptualization through development, documentation, and final installation. You will be expected to balance creativity with execution, managing time effectively while collaborating closely with internal teams, consultants, and clients.

Senior Designers operate with a high level of ownership and adaptability. Depending on project needs, you may work under the direction of the Design Director and Principal or serve as the Lead Designer on assigned projects. In both capacities, you are responsible for ensuring that all deliverables align with KTI's established standards of quality, clarity, and design integrity.

Responsibilities:

Project Leadership + Accountability:

- Lead and manage multiple projects and priorities simultaneously, ensuring alignment with schedules, budgets, and deliverables
- Take ownership of project outcomes. Delivering thoughtful, accurate, and elevated design solutions that meet or exceed client expectations
- Develop and maintain project schedules, proactively communicating progress, risks and changes
- Understand and actively manage project scope, fees, and design hours to support overall project profitability
- Provide regular project updates to the Studio Director, clearly communicating progress, milestones, and any risks to schedule or scope
- Maintain accurate project documentation, time tracking, and internal reporting systems
- Understand and uphold contractual agreements, identifying scope changes and supporting change order processes
- Contribute to both client satisfaction and overall project profitability

Design Execution + Development:



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- Lead and contribute to all phases of the design process, from programming and concept development through documentation and installation
- Interpret client goals, brand standards, and operational needs into cohesive design solutions
- Develop space plans, elevations, renderings, and presentation materials aligned with KTI standards
- Guide the creation of conceptual imagery, design narratives, and material palettes with clarity and intention
- Design and develop custom FF&E (furnishings, lighting, carpets, etc.), with a strong understanding of appropriate vendors and fabricators

Technical Documentation + Project Coordination:

- Lead the development of construction documents in coordination with the internal team and project architect
- Ensure all drawings, details, and specifications are complete, coordinated, and aligned with project scope
- Produce and/or oversee comprehensive FF&E specifications and finish documentation in accordance with KTI standards and applicable codes
- Review consultant drawings, shop drawings, and submittals for alignment with design intent and project requirements
- Contribute to value engineering efforts while maintaining the integrity of the design
- Build and maintain strong client relationships through clear, confident communication
- Participate in and lead project meetings with clients, architects, and consultants as appropriate
- Develop and manage FF&E budgets in collaboration with Procurement and Accounting teams
- Oversee procurement processes to ensure alignment with schedule, budget, and design intent
- Conduct site visits, support construction administration, and lead installation efforts
- Manage project closeout, including final documentation and archiving

Team Leadership + Collaboration

- Collaborate closely with internal teams, clients, consultants, and contractors throughout all project phases
- Provide mentorship, direction, and oversight to junior and intermediate designers
- Delegate effectively while maintaining accountability for overall project quality
- Foster a proactive, communicative, and solutions-oriented team environment

Knowledge, Skills and Abilities:

- Acts as a positive role model, contributing to a supportive and accountable studio culture



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- Leads with confidence, integrity, and clarity. Able to delegate, mentor, and inspire others
- Demonstrates collaborative leadership, sharing knowledge and elevating team performance
- Builds and maintains strong, trusted relationships across teams, clients, and industry partners
- Receptive to feedback and models resilience, professionalism, and continuous growth
- Demonstrates a high level of design aptitude, with strong conceptual thinking and creative problem-solving
- Possesses a deep understanding of design principles, including scale, proportion, and spatial relationships
- Brings awareness of current design trends while maintaining a timeless and contextual design approach
- Produces thoughtful, cohesive, and well-resolved design solutions aligned with project goals
- Expertly develops clear, compelling, and highly organized design presentations
- Strong understanding of building codes and their impact on interior design and FF&E
- Highly detail-oriented, ensuring accuracy and consistency across all deliverables
- Capable of documenting, organizing, and communicating design decisions clearly to team members and stakeholders
- Demonstrates strong graphic, verbal, and written communication skills
- Maintains thorough and organized project records to support team alignment and continuity
- Demonstrates exceptional time management and organizational skills across multiple projects and priorities
- Able to multitask, prioritize, and follow through in a fast-paced environment
- Approaches challenges with a solution-oriented mindset, proactively identifying and resolving issues
- Works effectively both independently and as part of a collaborative team
- Maintains composure under pressure, adapting to shifting priorities with a calm and focused approach
- Shows initiative and a commitment to continuous learning, staying current with industry and technology trends

Qualifications:

- Bachelor's degree (BFA or BS) in Interior Design or Interior Architecture from a CIDA-accredited program (formerly FIDER)
- 7+ years of professional interior design experience, with a preference for hospitality or commercial project exposure
- NCIDQ Certification preferred (or in progress)



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- Proficiency in Revit required; experience with Adobe Creative Suite and presentation tools strongly preferred
- Strong understanding of construction documentation, FF&E development, and construction administration processes
- Ability to travel domestically or internationally as required
- Ability to support project needs during installations, including lifting and transporting samples, materials, and presentation packages as needed

Technical Skill Set

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

Compensation

- This position has a good-faith salary range of \$80,000 – \$110,000 annually, based on experience, qualifications, and internal equity.

Benefits Overview: We offer a comprehensive benefits package that includes:

- Health, dental, and vision insurance options
- Health Savings Account (HSA)
- 401(k) retirement plan
- Paid time off and paid holidays

Additional details about benefits and eligibility will be shared during the interview process.

Classification: Exempt

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.