

1) Job Title: Interior Design Director

2) Firm Name: Confidential

3) Location: Pasadena, CA

4) Firm Profile: Architecture Firm with long-standing experience designing high-caliber projects with a focus on healthcare, Assisted Living, Skilled Nursing Facilities, Acute Care Hospitals, and Clinics. Our Firm not only specializes in the intricate codes required to develop safe quality healthcare facilities, we see ourselves as caregivers; enhancing resident lives through the environments we create.

5) Salary Range: Commensurate with Experience

6) Job Description: This role serves as the interior design leadership for the firm and ensures that a high level of design quality is maintained on each project. Requires excellent communication, organizational skills, leadership, and mature judgment. Provides interior design support and leadership to the junior designers. Provide support to the Principals on various items related to the projects, strategic issues, branding, and marketing. This role interacts with all members of the firm and requires creativity, daily problem solving, time management, multi-tasking and a great attitude under pressure. Frequently works on multiple projects at a time.

- Direct and provide interior design leadership for all projects
- Lead the orchestration and delivery strategy of interior design presentations
- Work closely with other firm leaders to promote design-focused mentality within the office. Promote and implement an inter-disciplinary collaborative design approach and philosophy and facilitate its advancement – promote and practice teamwork
- Oversee the establishment of uniformly high interior design objectives and standards – continually improve the design quality of the work, the manner in which it is delivered, and the process employed to attain it
- Oversee and lead the interior design process so as to ensure that program and design objectives & requirements are established for each project as appropriate and that the design solutions meet the objectives & requirements as the project is developed
- Participate in review/establishment/updating of corporate goals and objectives, staffing issues and requirements
- Actively promote firm as an interior design firm through industry and organizational contacts and activities - seek new projects with current and new clients that offer opportunities for design excellence and company growth
- Provide assistance in developing proposals and responses to RFP/RFQ submissions
- Develop staff through active career sponsorship and providing the right responsibilities and work assignments to cultivate growth – mentor junior designers
- Seek self-development through feedback, new knowledge and opportunities for personal growth, career learning and development

7) Job Requirements:

- Licensed Architect in the state of California or certified with the American Society of Interior Designers for at least 8 years
- Bachelor's degree in Architecture or Interior Design

- 10+ years of experience (preferably partially in healthcare)
- Extensive experience in all phases of interior design projects and project management.
- Ability to market and obtain interior design projects
- Extensive experience in developing proposals, budgets, manpower allocations, and schedules for interior projects that are part of the firm's architectural projects and as stand-alone interior design projects.
- Substantial knowledge of preparation and use of architectural contracts
- Organize and lead contract negotiations for interior design projects
- Thorough knowledge of interior building materials & finishes, construction methods, integration of engineering disciplines, and building costs/codes
- Ability to develop interior design construction cost estimates and ability to work within fee and construction budgets
- General knowledge of licensing requirements (California Department of Public Health) for acute care hospitals and senior care facilities
- Excellent presentation skills – ability to communicate and sell concepts and design intent in a graphic / written / verbal manner
- Ability to sketch and render freehand
- Strong written communication skills
- Excellent leadership, professionalism and interpersonal skills
- Excellent organizational and time management skills – ability to handle multiple projects and meet deadlines
- Ability to prioritize tasks
- Proficiency in Microsoft Office programs such as Word and Excel
- General knowledge in the use of Autocad / Revit / and other design software such as SketchUp, Rhino, etc.

8) Benefits include but are not limited to:

- Company Paid HMO Medical (Employee Paid PPO Options available)
- Company Paid PPO Dental
- Paid Vacation and Sick Days
- 401K Retirement
- Profit Sharing

9) To Apply, Send Resume to: ArchitectureOpening@gmail.com