

## **Project Designer for Workplace Interiors Studio**

### **Description:**

Our ideal candidate is a passionate, collaborative, creative, innovative and curious designer with a solid understanding of interior design standards and practices who will have the ability to create innovative interior architecture while maintaining and embracing sound business strategies as applied to project budgets and schedules. The selected candidate will possess a broad, overview-based focus to contribute to the respectful, creative and inspiring ZCA culture.

### **Qualifications:**

#### Education & Licensing/ Accreditation

- 4 – 5-year Interior Design or Architecture degree from accredited college or university
- Registered Interior Designer or Architect in the State of Texas, or on the way to becoming such

#### Experience

- 3 – 9 years of experience with minimum of 3 years' experience in Workplace Interiors
- Experience with Workplace Interiors projects ranging in size from 3,000 – 50,000+ RSF
- Strong knowledge of workplace design, furniture product and specifications
- Experience in all phases of Architectural services from Schematic Design through Construction Documentation and Construction Administration is desired.

#### Skills (Strong communication skills, verbal, visual and technical)

- Ability to ideate quickly and contribute to a team through the design process
- Flexibility to focus on a large client account with a variety of projects types and sizes or multiple, concurrent projects in various stages of development.
- Has proven verbal and graphic presentation skills
- Hand sketching, conceptual drawing
- Thorough and proficient working knowledge of 2D and 3D software; Revit, AutoCAD, 3DS Max, SketchUp, Adobe Suite, Photoshop, InDesign and Illustrator.
- Familiarity with environmental graphics and a keen eye to aesthetics is preferred

**Responsibilities:**

- Report to Project Manager and Senior Designer for day to day responsibilities and Design Directors for overall design direction.
- Assist in managing client expectations, team communication and consultant coordination.
- Assist with the creation and preparation of verbal and illustrative presentations for clients, which may include initial interviews with prospective clients.
- Focus on a variety of projects types and sizes or multiple, concurrent projects in various stages of development.
- Participate with Project Managers, Senior Designers/Design Directors, and Principals to ensure projects are on schedule, on budget, and reflects all client and project objectives.
- Provide programming services on select projects including client interviews, development of space standards, projection of space requirements and documentation of requirements while leveraging an understanding of workplace trends to generate programming documents.
- Assist in developing project narratives and design concepts.
- Provide design role on architectural interior design services from concept through space planning, design development, primarily utilizing software such as Revit and SketchUp, but may include other programs.
- Coordinate with project consultants, product representatives, and fabricators to meet overall project objectives.
- Select and/or coordinate all interior finishes for assigned projects including selection and documentation of furniture, fixtures, equipment, and material specifications.
- Meet the minimum required sustainability standards for each project, if any.
- Assist with the production of construction documents and participate in construction phase services as required with the project team.
- Assist project team with project closeout including completion of closeout form, project descriptions and project photography.
- Develop design documentation in Revit for all interior design related project items (including millwork, walls, ceilings, floors, etc.). Assist with project team coordination for finish plans, specifications, and material selections required for construction.

**Notes:**

- Only qualified applicants will be considered
- Please send your resume and portfolio to [hr@zieglercooper.com](mailto:hr@zieglercooper.com)
- Attachments must be kept under 15 MB

**This description outlines many of the core activities of the role, but it not intended to be all-inclusive. Other daily tasks are often required. Additionally, the emphasis on duties and responsibilities described above may shift over time dependent upon the needs of the firm.**