

## **Interior Job Captain/Project Architect for Workplace Interior Team**

### **Qualifications:**

#### **Education/Licensing/Accreditation:**

- 4 year Interior Design or Architecture Degree.
- Interior Design or Architecture License is a not required but strongly preferred

#### **Experience:**

- 7-10 years of relevant full-time work experience with a minimum of 3 years' experience with corporate interior or space planning experience.
- Demonstrated production skill, and construction phase services.
- Knowledge of building codes, Texas Accessibility Standards, construction methods and materials.
- Ability to work well under pressure, juggle and prioritize multiple projects and adjust work accordingly, often against tight deadlines.

#### **Responsibilities:**

- Coordinates production of documents and ensures design intent is maintained throughout design development, construction documents, specifications and construction administration including coordination of all finishes.
- Communicates design ideas/solutions through hand sketching and informal presentations.
- Coordinates with consultants, contractors, fabricators, specification writers, and design team members.
- Must work well in a collaborative environment and be able to work well with others.
- Must be able to design and produce documents and details for each project including test fits and marketing documents.
- Report to Senior Project Manager for day to day functional responsibilities for overall direction and approvals.
- Will be required to prepare BOMA area calculations and update lease control books (landlord services).
- Responsible for follow up on permit submission and TDLR registration on Interior Design projects.

#### **Design Skills:**

- Advocates design and is able to conceptualize design, and/or advance the concept technically or managerially.
- Demonstrates a high level of skill in design, technical coordination, or project management.
- Advocates sustainable design practices.
- Is able to research and evaluate design materials, products and construction methods.

**Communication Skills:**

- Has proven verbal presentation skills.
- Has proven graphic presentation skills.
- Is able to participate in marketing interviews.
- Has proven client communication skills.

**Technical Skills:**

- Is proficient in AutoCAD and Revit.
- Is knowledgeable in Microsoft Office, In-Design, Photoshop, and Sketchup.

**Professional Qualities and Behaviors:**

- Must demonstrate leadership qualities and a strong business sense.
- Collaborates effectively on a team basis.
- Must be quality minded and self-motivated.
- Maintains a positive and professional attitude.

**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 10 MB