FRANK

ARCHITECTURE & INTERIORS

Intermediate Interior Designer – Job Description

FRANK, unlike other traditional architecture firms, takes an integrated design approach. Architecture and Interior Design are at the heart of the work we do. Being a small scale, boutique firm allows our team of talented and passionate design professionals to strive to create timeless, engaging and approachable design solutions within a collaborative open studio environment.

With a strong focus on hospitality, we are particularly fond of restaurant and lounge, hotel and retail design as it gives us the opportunity to indulge in a research process and a level of detail that we undoubtedly love. Our portfolio includes project work that stretches across North America.

We are seeking an **Intermediate Interior Designe**r to coordinate the administration, production and execution of projects. The successful candidate will have the opportunity to immerse themselves in a rich learning experience, gaining exposure to all aspects of the design process. Rapid growth is expected as you gain an understanding of how a project rolls out from start to finish. We are looking for those who thrive in a fast-paced work environment motivated by teamwork and creativity.

In your role as an Intermediate Interior Designer, you will:

- Collaborate on concept, schematic and design development with senior designer or partner (depending on the scale of the project).
- Generate presentation material (computer models, drawings, precedent images)
- Manage project documentation delivery and maintain project records (meeting minutes & files transmitted via email)
- Production of design and construction drawings in alignment with Company standards and quality.
- Prepare construction documents and review specifications.
- Coordinate building and development permit submission documents, including record keeping and ensuring filing is completed on each project at critical milestones (schedules, paperwork for submissions etc.)
- Meet project criteria and deliver documents to meet deadlines on time.
- Organize specifications and procurement orders of selected and specified FF&E, accessories and related.
- Meet with vendors, suppliers and contractors to review interior needs & determine who can provide the best service.
- Coordinate and manage the installation and arrangement of fixtures, art, and accessories.

Qualifications and Skills:

- University Degree in Interior Design or Equivalent
- Minimum 5+ years of experience in an Architecture/Interiors Office
- Commencing pursuit of professional registration as a Licensed Interior Designer
- Strong working knowledge of AutoCAD, SketchUp & Adobe Creative Suite
- Strong communication and presentation skills (written and oral)
- Confident, efficient and collaborative

Contact Information:

All interested applicants should be prepared to provide a portfolio of their work and professional references and should be able to start two weeks from acceptance of offer of employment.

We will provide a competitive salary, health benefits and continuing education opportunities.

Please email your resume, cover letter and portfolio to careers@frankarchitecture.ca. Include your name and the position, Intermediate Interior Designer, in the subject of your email. Only candidates offering appropriate project-based credentials will be contacted, although we thank any interested parties for their submissions.