



## **INTERIOR DESIGNER**

JLA Architects was founded in 2007 and has since grown into a medium-sized firm with offices in Madison & Milwaukee, Wisconsin and Denver, Colorado. We have built a strong & consistent reputation with our clients, consulting partners, municipal bodies, and the community at large. Our success can be directly attributed to our diverse team and our approach to our work – which is inclusive & collaborative. This approach holds true in how we interact with clients, consultants, municipal bodies, and our internal Team.

### **Position Summary:**

As an Interior Designer, your responsibilities will only be limited by your ability & your desire. However, the main responsibility of this position will be to provide interior design services to JLA clients on a variety of project types & sizes. You will actively mentor, collaborate with and direct the day-to-day work of the Interior Design Team and be responsible for the overall design leadership of JLA Interiors. The expected workload would be between 40-43 hours per week. Some infrequent travel between JLA Offices may be required. Specific functions & responsibilities of an Interior Designer include, but are not limited to, the following:

### **General Qualifications:**

- Associate Degree or Bachelor of Interior Design or Interior Architecture.
- 5-12 years of professional design experience.
- NCIDQ, LEED certifications preferred but not required.
- Proficiency in Revit, AutoCAD, Sketch-Up, Adobe Photoshop and InDesign, Microsoft Word and Excel.

### **Position Responsibilities:**

- Utilizes knowledge of furniture, fixture and equipment, architectural/interior finishes, lighting, art, signage, color and materials to carryout design intent.
- Keeps well connected with manufacturers and design industry to ensure access to newest and most innovative products and services available. Maintains leading edge prominence within industry.
- Responsible for conceptual design excellence; initiates project design concepts and idea discussions and provides guidance to design teams during project design development.
- Responsible for support and successful execution of Interiors department goals.
- Serves as project interior designer on selected projects—conceives and executes design, being mindful of clients' needs and vision, requirements, project budget, schedule, and site issues.
- Conducts research and seeks thorough understanding of client needs for project requirements and design solution opportunities.
- Communicates design intent in a clear and compelling way; demonstrates the incorporation of client's requirements and goals within design solution.
- Assists in the preparation and delivery of design presentations to clients and drives consultant work to achieve design goals.
- Must be able to source and specify material finishes, FF&E, lighting, and possess a working knowledge of current trends.

- Experience in creating FF&E specifications, understanding of the procurement process and ability to develop furniture budgets.
- Proficiency in creating and drafting interior drawings for construction/coordination in all phases of design from concept design, schematic design, design development and construction documents. This is including floor and finish plans, RCPs, elevations, details, and finish/fixture/lighting schedules.
- Must be able to create strong graphic presentations communicating all aspects of design including concepts/mood boards, technical drawings, renderings, and finish/fixture selections.
- Strong conceptual design ability and creativity in problem solving.
- Ability to communicate effectively, both verbally and in writing. Ability to speak professionally and interface with clients, project consultants, custom fabricators, and vendors.
- Highly skilled in lighting as a design element and coordinating design intent with consultants.
- Expertise in reviewing shop drawings, submittals, samples to ensure drawings and finishes match construction documents.
- Skilled at fluently discussing methods of construction and correct uses of interiors and installation methods.
- Proven expertise in efficient space planning while incorporating building codes, accessibility codes, best practices, and current trends
- Must be comfortable working with budgets, work plan/hours estimate, project scheduling.
- Must be able to manage multiple concurrent projects in various design phases in a fast-paced environment and work collaboratively with team members.

**Compensation & Benefits:**

- Salary shall be market-rate, commensurate with experience, skills, and knowledge;
- Benefits include Paid Time Off, Professional Development Time Off, Volunteer Time Off, Health Plan, Vision Plan, Dental Plan, 401K Plan, Group Life Insurance, Long-Term Disability Plan;
- Standard Holidays;
- Family-oriented, flexible schedule, hybrid/remote work potential;
- Team-oriented, relaxed (but professional) work environment/culture;

**Request an Interview:**

If you are a qualified candidate for this position and would like to request an interview, please email the following information to [JLA Human Resources](#).

- Resume with relevant experience - including roles & responsibilities.
- List of Professional References - with specific contact names & current phone numbers.

*JLA Architects provides equal employment opportunity to all applicants and promotional opportunity to all employees without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability, protected veteran status, or any other protected characteristic. JLA Architects is committed to recruiting, hiring, training, and promoting persons in all job titles, as well as ensuring that all other personnel actions are administered, without regard to the protected characteristics outlined above.*

*Diversity, Equity, and Inclusion are not just words - they are core principles at JLA that shape who we are, how we build our team, and how we maintain our culture where everyone fits in and has a voice. We value diverse perspectives, life experiences, and opinions and we work toward a day when the world echoes the same.*