



## **Interior Designer III**

**Reports To:** Managing Principals

**Status:** Full-Time, Non-Exempt

**Location:** Springfield, Illinois

**Pay Range:** \$58,000–\$72,000

### **Position Summary**

The Interior Designer III is a mid-senior level designer responsible for leading interior design efforts on projects from concept through construction. This role combines creative design, technical expertise, and project coordination. In a small firm environment, the Interior Designer III is expected to work independently, contribute to multiple project types, and collaborate closely with architects, project managers, clients, and consultants to deliver thoughtful, functional, and well-crafted interior environments.

### **Key Responsibilities**

#### **1. Design Leadership**

- Develop and lead interior design concepts, space planning, selection and coordination of material palettes.
- Translate client goals into cohesive design solutions.
- Prepare and present design options, mood boards, and finish schemes.
- Guide junior designers and support staff in design tasks.

#### **2. Technical Documentation**

- Produce and oversee interior design drawings including:
  - Floor plans
  - Reflected Ceiling Plans (RCPs)
  - Interior elevations
  - Millwork plans and details
  - Finish plans and schedules

- Coordinate interior details with architectural and engineering disciplines.
- Ensure documentation aligns with firm standards and project requirements.

### **3. Client + Project Coordination**

- Serve as a primary interior design contact for clients.
- Lead client meetings, presentations, and design workshops.
- Coordinate FF&E selection, specification, and procurement.
- Collaborate with vendors, reps, and fabricators to evaluate materials and products.
- Support project managers with schedules, budgets, and deliverables.

### **4. Construction Administration**

- Review submittals, shop drawings, and material samples.
- Conduct site visits to verify design intent and installation quality.
- Respond to RFIs and coordinate with contractors as needed.

### **5. Firm Contribution**

- Mentor junior designers and interns.
- Participate in internal design reviews and knowledge-sharing.
- Contribute to standards development, library organization, and process improvement.

## **Qualifications Required**

- Bachelor's degree or higher in Interior Design or Interior Architecture from an accredited program.
- 5-8 years of professional interior design experience, preferably within an architecture or integrated design firm working in commercial environments.
- Strong knowledge of building codes, accessibility standards, and interior construction methods.
- Proficiency in Revit, Illustrator, InDesign, and Photoshop; working knowledge of AutoCAD, Adobe Creative Suite, and Microsoft Office.
- Excellent design sensibility, graphic communication, and technical documentation skills.
- Strong verbal and written communication skills; comfortable presenting to clients.

## Physical and Environmental Requirements

- Normal office environment with moderate noise levels, occasional lifting of up to 25 lbs., regular walking, sitting, bending, twisting, standing and reaching.
- Ability to perform consistent work on firm provided technology and devices.
- Ability to travel as required.
- Must maintain a valid driver's license, auto insurance, and reliable transportation for travel between office, job sites, and client locations.
- Ability to conduct on-site construction observations, which may involve walking long distances, standing for extended periods, and navigating uneven surfaces.

## Preferred

- NCIDQ Certification or actively pursuing certification.
- RID Certification.
- Experience in A/E/C or integrated design firm.
- Experience working closely with small teams or in a small-firm environment.

## What We're Looking For

- A self-motivated designer who takes ownership of their work and projects.
- A collaborative team player who thrives in a studio environment.
- Someone comfortable wearing multiple hats and helping shape processes as the firm grows.
- A designer who balances creativity with technical rigor and practical problem-solving.

## Compensation & Benefits

- Competitive salary based on experience
- Employee health, dental, vision, life & disability insurance paid for by the firm
- Generous PTO package including 8 company-paid Holidays & 2 Floating Holidays
- 401k retirement plan with employer contribution
- Annual bonuses
- Flexible schedule & summer hours
- Professional development and certification support
- A supportive, collaborative studio culture with direct access to firm leadership