



## **Senior Interior Designer**

**Reports To:** Managing Principals

**Status:** Full-Time, Exempt

**Location:** Springfield, Illinois

**Pay Range:** \$70,000–\$90,000

### **Position Summary**

The Senior Interior Designer plays a key role in leading interior design efforts across multiple projects, from early concept through construction administration. This position combines creative leadership, technical expertise, and client-facing responsibility. The ideal candidate is comfortable working independently, mentoring junior staff, and collaborating closely with architects, consultants, and clients in a small-firm environment.

### **Key Responsibilities**

#### **1. Design Leadership & Project Execution**

- Lead interior design concepts, programming, space planning, and material selections from schematic design through construction documents.
- Develop creative, functional, and code-compliant design solutions aligned with client goals and project budgets.
- Produce and oversee high-quality design and technical documentation, including plans, details, finish schedules, and specifications.
- Coordinate interior design scope with architectural, engineering, and specialty consultants.

#### **2. Client & Consultant Collaboration**

- Serve as a primary interior design contact for clients, participating in meetings, presentations, and design workshops.
- Prepare and present design concepts, mood boards, renderings, and material palettes.
- Support principals/project managers in managing client expectations, schedules, and budgets related to interiors.

#### **3. Mentorship & Studio Collaboration**

- Mentor and guide junior interior designers and architectural staff, providing design and technical feedback.
- Contribute to design reviews, office standards, and best practices.

- Collaborate closely with architects to ensure seamless integration of interior and architectural design.

#### **4. 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.

#### **5. Construction Administration**

- Participate in construction administration activities, including submittal reviews, RFIs, site visits, and punch lists related to interior scope.
- Respond to field conditions and contractor questions with sound design judgment and technical accuracy.

#### **6. Business Development & Marketing**

- Participate in business development and marketing activities as needed including interviews, RFP responses, conferences, trade shows, client or promotional events as well as other various activities as assigned.
- Promote and champion a branding/messaging of Graham & Hyde Architects.

### **Qualifications Required**

- Bachelor's degree or higher in Interior Design or Interior Architecture from an accredited program.
- 10+ years of professional interior design experience, preferably within an architecture or integrated design firm working in commercial environments.
- NCIDQ and RID Certifications are required.
- 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

- 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, solutions-oriented team player who thrives in a studio environment.
- Someone comfortable managing multiple projects while staying organized and efficient with firm and client deadlines.
- A designer who balances creativity with technical rigor and practical problem-solving.
- Ability to adapt to evolving project needs and working environments.

## 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