Job Description

LAMBERT
ARCHITECTURE + INTERIORS

Job Title: Interior Design Project Manager   *(Interior Designer III)*
Reports To: Director of Operations or Principal
Full/Part-time Full Time Position (40 hours/week)

Position Summary:

Senior Interior Designer with 8-10+ years' experience with a design and technical focus will manage significant aspects of multiple projects including predesign, design, construction, and post occupancy services. Ensure project(s) progress on schedule, within external and internal budgets, and to client expectations.

Supervisory Responsibilities:

May supervise, as assigned, internal staff and/or external team members

Essential Duties and Tasks:

Principal responsibilities *[+/- 80% of typical work week]*

- Project Management – Serve as principal client liaison for several projects. Meet with client reps and end users for programming, design presentations and work sessions. Shepherd projects through Construction Documentation, Bidding and Permitting process. Work with the Owner to award projects and participate in Construction Phase Services as agreed including review of shop drawings, site coordination meetings, etc.
    - Prepare and monitor tasks to accomplish and coordinate design or technical work for one or more projects. Work to be consistent with client requirements/expectations, contract and fee agreements, schedule, and Firm Standard Operating Procedures (SOPs).
    - Become familiar with provisions of architect, consultant and contractor agreements. Ensure terms of agreement are followed. Report owner/contractor/regulatory changes that might require supplemental/additional services.
    - Determine and monitor staffing requirements for assigned projects based on budget, schedule, and other project requirements. Make recommendations to firm management relative to personnel needs
    - Monitor and regularly report project progress and team performance to client and firm management. Report scope changes, decisions & other information that may affect schedule and/or costs.
    - Continuously instruct, guide, and counsel clients & project team(s) regarding firm and project SOPs, strategies, and expectations
- Project Design - Develops project design and/or technical solutions based on client and firm goals, budget, schedule, and expectations.
- Existing Conditions Documentation - For renovation or upfit projects, lead documentation of existing building shell or existing structure as needed by reviewing as-built documentation, directing or participating in field survey measurements or a combination of all methods.
- Building Information Modeling (BIM) – Assist with the project documentation process. Coordinate the production work of in-house BIM specialists and become proficient in the use of Graphisoft Archicad to model buildings or spaces and develop alternate solutions and approaches for design and ultimately final model and documents for project permitting, bidding and execution.
- Presentation / Rendering / 3D Visualization – Assist with the preparation of project presentation materials including finish palettes, furniture equipment selections and specifications. Work with BIM specialists to develop realistic 3D presentation materials including static renderings and/or video animation to illustrate potential design solutions to clients.
- Construction Documentation – Develop technical design details for projects and coordinate with Project Architects and BIM specialists as appropriate to assemble into construction document drawing packages suitable for obtaining building permits and bidding by General Contractors.
- Consultant Coordination – Coordinate the work of engineering consultants. Procure proposals and negotiate agreements for their services in support of our projects. Coordinate our design work with the relevant consultants. Direct their interaction with client representatives and other members of the team as needed.
- Budgeting and Scheduling – Create and monitor / update comprehensive project schedules that account for all activities and sequences required to accomplish the project. Create and monitor / update budgets that account for required construction, Owner-purchase equipment and soft cost expenditures to account for the total costs of the project.

Additional responsibilities include:

Develop client, project, and services opportunities consistent with firm marketing goals

- Expand existing and cultivate prospective client relationships
- Expand existing and cultivate prospective project and service opportunities
- Assist in the development of proposals. Participate, as requested, in client interviews/presentations
- Supply relevant project/client data (i.e. project/service/"value-adds" statistics, project rendering/photographs, public relation opportunities) to accounting and marketing groups

Supervise assigned staff in accordance with firm policies and applicable laws

- Provide leadership; establish & communicate clear team member roles and performance standards
- Prepare and conduct performance reviews for staff under his/her direct supervision; provide input with regard to staff not under his/her direct supervision, as requested
- Ensure firm policies are observed by staff under his/her direct supervision and, if necessary, recommend disciplinary action to management
- Develop assigned staff capabilities through continuing education and mentoring

Maintain and expand professional and technical knowledge

- Attend educational workshops presented by firm and review professional publications.
- Develop a special expertise in an existing or new firm practice area or firm market sector
- Participate in professional, business, and/or non-profit organizations

Contribute to team effort

- Perform other firm duties as required

Qualifications:

Interior Designer Position requires diploma from an NCIDQ-accredited degree program. If licensed as an Interior Designer, North Carolina registration preferred. Additional qualifications include a minimum of 8-10+ years design, and construction services experience in one or more of the following project types: Workspace, Higher Education, Healthcare, Automotive, Retail rollout, Food Service or Financial. NCIDQ certification, LEED accreditation or other professional associations such as IIDA membership or other professional certifications will be considered as a plus to your qualifications.

Technical and Professional Skills:

Proficient in a BIM software such as Graphisoft Archicad (preferred) or Autodesk Revit.   Candidates with only 2D AutoCAD or other CAD drafting may be considered depending on the strength of their other skills. Supporting programs include Microsoft Outlook, Word, Excel, Project, PowerPoint; and Bluebeam Revu; Adobe Suite products (Acrobat Reader, Pro, InDesign, Photoshop, Illustrator, etc.)   Use and proficiency with Deltek VantagePoint project management software is a plus.

Extensive knowledge of governmental regulations, building codes, construction document preparation, contract administration, and architectural and sustainable design techniques.

Strong skills and abilities in the following: attention to detail; organizational, time management,, and people management skills; written and oral comprehension; active listening skills; social perceptiveness; written and oral expression; problem sensitivity; deductive reasoning; critical thinking; active learning; ability to work independently; adaptability; and ability to interpret drawings and specifications.

Work Environment:

Work is performed inside a standard office environment with minimal noise levels. A "hybrid" work schedule may be a possibility for this position with 2-3 days a week working in the LAMBERT office in Winston-Salem with the ability to work the balance of the time remotely.

Physical Requirements:

Frequently required to sit, stand, bend, stoop, reach with hands and arms, talking, hearing, and grasping. May occasionally require lifting light to medium weights (10 - 20 pounds). Specific vision abilities required by this position include: close vision, distance vision, ability to adjust focus and the visual acuity to operate a keyboard. The physical demands are representative of those that must be met to successfully perform the essential functions of the position.

Travel Requirements:

This position may require occasional overnight travel.