



New Design Team Member

KCID, LLC is a boutique full-service interior design firm in Austin, TX that specializes in high-end residential, multi-family/student housing, and commercial projects ranging from hospitality to private healthcare offices. We are currently looking for a new Design Team Member with at least 2-3 years of experience in the industry. Exact position, title, and salary range will be based upon Candidate's experience and skill level. This position offers an incredible opportunity for an energetic, self-motivated, highly organized, detailed, and dedicated individual looking to be a part of a friendly and well-respected design team while working in a fast paced, creative environment.

Expenses associated with the interview process and/or moving and relocation expenses will be the applicant's responsibility.

Responsibilities:

The Design Team Member will work as a member of the project teams performing the following duties:

- Support the goals and objectives established by our clients and the design team, including the project manager/lead designer.
- Assist and potentially lead project design team with online and showroom research, selections, sampling and pricing of finish materials, fixtures, furnishings and accessories.
- Involvement in and responsible for all aspects of specifically assigned design projects, inclusive of internal and external project deadlines, inclusive of schedule development, scheme research and presentation, documentation, construction administration, and installation.
- Development and management of project budgets and creation of layout and finish schemes to match approved budget range
- Participate and present progress work within team in-house design reviews; must be able to receive constructive feedback in a positive manner.
- Provide production support and/or full documentation (significant load anticipated) for execution of design concepts including but not limited to: CAD drawing redlines, as-built CAD drawings, finish presentations/specifications, construction/finish documentation, 3D modeling, etc.
- Assist with creation and presentation of client deliverables, both digital files and physical finish/fixture/furniture sampling.
- Participate in and potentially lead select client meetings including setup prior to/break down after client meetings at office, client interaction during meetings, meeting notes, finish boards, digital presentations, site visits/as-built measurements, etc.
- Assist in the construction administration process of projects including review of finish submittals and samples, as well as filing and organizing pertinent construction administration communications and key documents
- Create and maintain physical project binders and digital project files on shared server.
- Assistance with electronic marketing presentations
- Maintaining daily timesheet entries are required

Qualifications:

- Minimum 2-3 years of experience working on commercial/multi-family interior design projects (Residential experience preferred, but not required.)
- Bachelor's degree in Interior Design or related field from a CIDA (Council for Interior Design

Accreditation) accredited college or university

- In depth knowledge of FF&E, color and material is required
- Experience in all phases of a commercial/multi-family interior design project, from initial programming and client relations through schematic design/design development, construction documentation and administration, and final punch list creation/review.
- Experience in full development of Construction Documents and standard industry procedures related to such
- Flexibility to focus on a single client with a variety of project types or multiple projects in various stages of development
- Strong time management skills
- Excellent analytical and problem-solving skills
- Outstanding graphic presentation skills
- Proficiency in AutoCAD, Google Sketch Up, Adobe Creative Suites (Photoshop, Illustrator and InDesign most notably), Microsoft Office Suite (Excel, Word, Outlook, Powerpoint)
- Familiarity with Mac equipment – KCID is a Mac based firm
- Ability to work both independently and in a collaborative team environment – KCID is a highly collaborative firm.
- Self-starting, responsible, organized, highly motivated, and trustworthy individual

Please submit work samples along with your resume and cover letter to kcidcareers@gmail.com. References required. Submissions that do not include all of the items stated above will not be reviewed.