

**04.27.2018**

**Position Available**

## **Interior Design Project Manager Multifamily | Hospitality**

**JDavis** connects communities through design by creating places that bring people, neighborhoods, cities and regions together. It is our mission to build value and pass it on. Our multi-disciplinary practice brings together professionals in architecture, landscape architecture, planning, interior design and procurement management serving the Mid-Atlantic and Southeast regions.

We are presently searching for an **Interior Design Project Manager Multifamily/Hospitality** for our Raleigh office. The Interior Design Project Manager will work under the direction of the Director of Interior Design. This position will require assisting in design and development of interior design projects from design and construction documents through the permit process and working with the client and construction teams to see a project through construction. The Designer will maintain highest level of design principles and documents for all projects to ensure health, safety & welfare of the public within a space.

### **Requirements & General Skills**

- **Bachelor's degree in Interior Design or Interior Architecture**
- **10+ years related experience with multi-family, hospitality and commercial projects**
- Ability to direct project teams in all phases of work in various phases of Interior Design projects, including; project analysis and programming through design construction documents and construction administration
- Coordinates engineering consultant's work to ensure compliance with design solution and timely submission of documents
- Create and communicate clear and attainable project design, project objectives and project requirements
- Must have thorough knowledge of current design trends, material selections and hospitality based strategies and methodologies
- Ability to multitask, work as part of a team and work independently on multiple projects all at once.
- Strong organizational, communication and relationship management skills
- Excellent presentation skills with the ability to be articulate and convincing in interviews and presentations
- Ability to maintain good relationships with manufacturers reps, vendors and internal personnel
- Versatile, self-motivated and articulate
- Proficient in AutoCAD and Revit | InDesign, Photoshop and Sketch-Up preferred Microsoft Office Applications
- **NCIDQ certification required**
- Licensed Interior Designer & LEED accreditation preferred
- Available to travel within the USA

### **Responsibilities**

- Generate interior design concepts and design finalization
- Generate and manage development of construction documents
- Prepare interior drawing packages for permit and construction
- Create furniture layouts and selections for each project
- Generate and present concepts, interior finish drawings, furniture drawings and presentation boards
- Answer construction questions and RFIs and prepare and issue Addendums as necessary
- Complete projects on schedule and within established budget
- Conduct programming interviews with the client
- Coordinate multiple projects simultaneously

### **Portfolio of relevant work and references required.**

### **Compensation:**

JDavis offers a competitive salary commensurate with qualifications and experience and an outstanding Employee Benefits Package to promote wellness, work/life balance and financial security for our valued team including:

- Medical and Dental plans
- Paid vacation, personal days, sick days and holidays
- A 401K plan
- Leadership opportunities and a structured leadership path

Qualified candidates should email resume to [tims@jdvaisarchitects.com](mailto:tims@jdvaisarchitects.com)